



Arizona Judicial Branch



User's Guide

<https://efile.azcourts.gov>



For Attorneys and
Self-Represented Litigants

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Powered by:



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1 Getting Started

Electronic submissions provide an opportunity for attorneys and self-represented litigants (submitters) to efficiently upload and file court documents through the Internet using a standard web browser.

Who May File Electronically?

Attorneys

To register as an attorney, a valid Arizona Bar Number evidencing admission to the state or local bar is required. This number will be requested as part of the registration process.

Out-of-state attorneys, who have been admitted *pro hac vice* in an existing case by the Court, are also required to register as users in the system using the “P” bar number issued to them by the Arizona State Bar.

Self-Represented Litigants

Self-represented litigants – or non-attorneys who choose to represent themselves in court proceedings – may (but are not required to) e-file within the system. If they choose to file electronically, self-represented litigants must register and obtain a user name and password.

Associated Attorneys and Legal Assistants

An attorney who is a registered user may permit an associated attorney or legal assistant to file documents under the registered attorney’s user name and password. However, the registered attorney remains accountable and responsible for all such submissions.

Electronic Submission Basics

Hardware and Software Requirements

The application is a web-based electronic filing (e-Filing) system. To use it, you must be able to connect to the Internet, have an email account through which you can receive notification email messages, and the ability to produce Microsoft Word (DOCX), ODT, or PDF files. Access to a scanner will allow you to turn paper documents into electronic files you can submit through the e-filing system.

Internet Access: You must have a personal computer or workstation that can connect via an Internet provider or network to the Internet. You should have a cable modem or DSL internet access. The website is best viewed in Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome.

Email Account: At least one email address is required for registration and notification

Document Formats and Size

Format requirements for documents to be electronically submitted are presented below. If your documents do not meet these requirements, the application will automatically reject the submission.

- Documents may be in PDF, DOCX or ODT formats. Proposed Orders, Proposed Judgments, and Proposed Notice of Hearing documents must be in DOCX or ODT.

- Document size may be no larger than 9 MB.
- Submission's total size may be no larger than 100MB.
- The application runs a virus checker when the submission of a document is taking place. All documents must be virus-free. The application will automatically reject a submission containing a virus.
- **No password protection or other security devices may be associated with a document.**

Electronic Payment of Fees

To complete the process of submitting a case, the court must receive payment of the fees associated with the submission. Fees and costs may be paid electronically using a credit card or electronic check through the authorized payment provider. For parties who have an active fee waiver or fee deferral order from the court for the case they are submitting in to will have the opportunity to indicate such in the application.

Accessing the Application

To access the application, follow these steps:

1. Open your Internet **browser**.
2. Go to the Electronic Filing website: <https://efile.azcourts.gov>

The screenshot shows the login page for the Arizona Judicial Branch Statewide eFiling System. At the top, it says "Welcome to the Arizona Judicial Branch Statewide eFiling System" with a "Help" link and a question mark icon. Below this is a "Login" section with a "Required Field" label. It contains two input fields: "User Name" and "Password". Below these fields are two buttons: "Sign In" and "Forgot Password?". Below the login section is a "Do not have an account - Register Now!" section. It says "If you need a portal account, please indicate the filer role you need and click Register". It contains a "Role" dropdown menu with "Select Role" as the selected option and a "Register" button. At the bottom, it says "This website is best viewed in Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome."

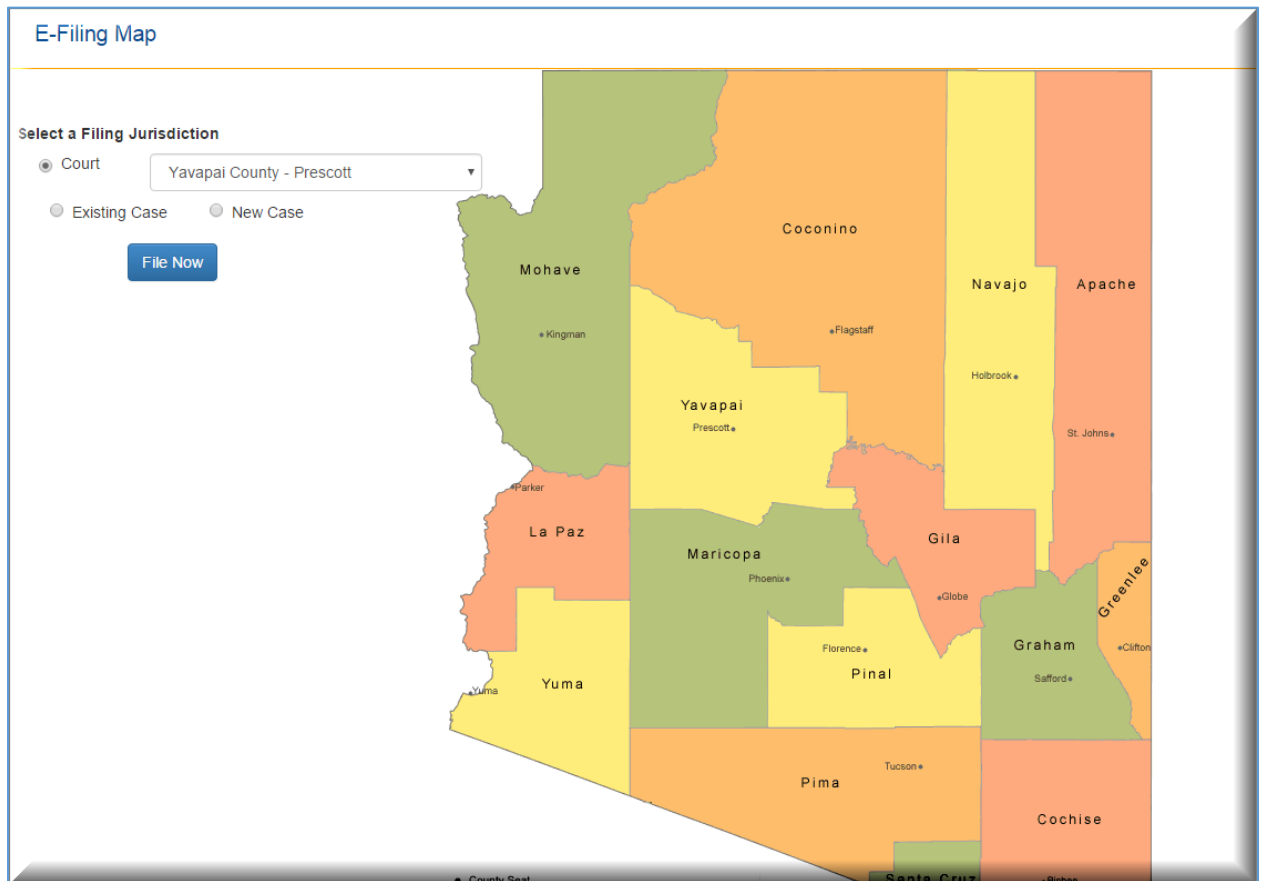
Signing In

If you have already registered for an account you can sign in and use the application by following the steps below. To register for an account, click the "Register" link. Click here for instructions: [Registering for an Account](#).

1. In the User Name box, type your **user name**.
2. In the Password box, type the **password** you have specified for your account.
3. Click the **Sign In** button.

This screenshot shows the same login page as the previous one, but with the "User Name" and "Password" input fields highlighted in yellow. The "Sign In" and "Forgot Password?" buttons are still visible below the fields.

4. After sign-in, the application displays the **e-Filing Map** screen.

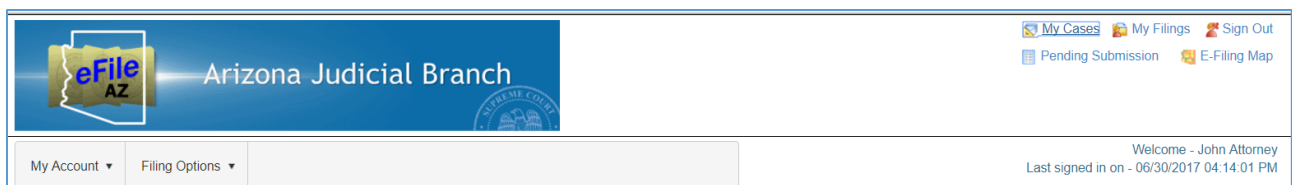


The E-Filing Map Screen

The E-Filing Map Screen allows you to choose court jurisdiction and view your account and submission options.

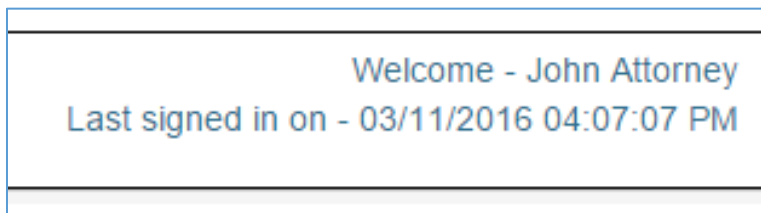
Banner

This banner appears on every screen, shows who is signed in, and provides access to the account management and submission options through menus and shortcuts.



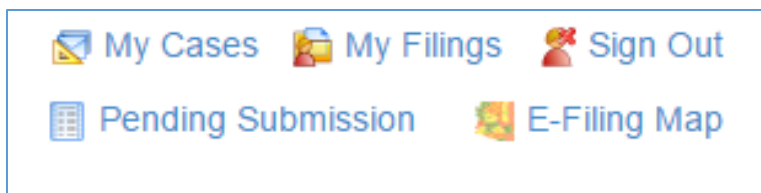
Welcome Message

The Welcome message displays the name of the submitter who has signed in to the application and the date and time of the submitter's last sign in. If you have signed in under the wrong account, you can sign out and sign in with the correct account information.



Shortcuts

Above the Welcome message is a group of links to functions you will use often. The shortcuts save you time by jumping directly to a function instead of using the menus. For example, you can return to the My Filings screen from anywhere in the system, by clicking the My Filings link.



Terms of Use/Privacy Statement/Accessibility/Request Support



These links appear in the bottom left of the page. By clicking the button you will be taken to the appropriate document or page.

The "Request Support" link will open a page allowing you to enter information and request support from the Administrative Office of the Court (AOC) Support Center.

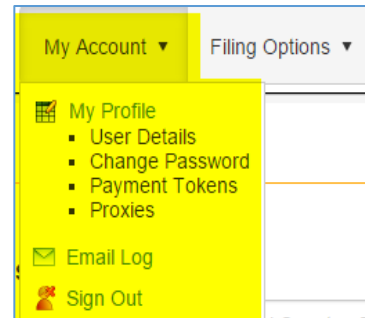
A screenshot of the "Request E-Filing Support" form. The form has a light blue border and a white background. It contains a header "Request E-Filing Support" and a "Help" link. The form is divided into two main sections. The first section is titled "1. Tell us about your self.." and contains several required fields: "Role" (a dropdown menu with "Attorney" selected), "Your Name" (a text field with "John Attorney"), "Phone #" (a text field with "602-452-3630"), "Email" (a text field with "mfoltz@courts.az.gov"), and "Bar #" (a text field with "864359"). There is also a checkbox for "Do you have a submission #?". The second section is titled "2. How can we help you?" and contains a required field for "Question/Comment" (a large text area). On the right side of the form, there is a box titled "You may contact us by phone" with the text "Our business hours are weekdays 8:00am - 5:00pm MT. When phoning the support center, please leave a message including your name, phone number and your question so that we may return your call." and "You may contact us through the form to the left or by phone. 602-452-3519 or 800-720-7743".

My Account Menu

Individual Attorney/Self Represented Litigant Account

The My Account menu provides access to your user profile where you can manage the following:

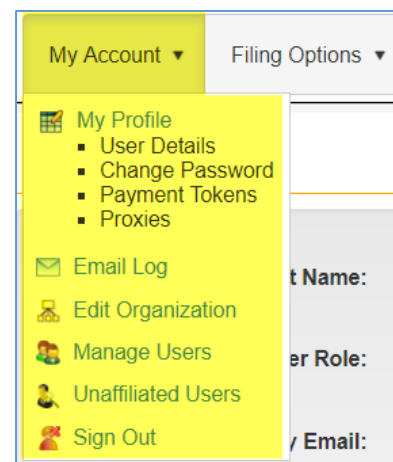
Option	Description
My Profile	<ul style="list-style-type: none"> ▪ Details about your account, such as contact information, affiliation, and your security question and answer. ▪ The ability to change your account password or email addresses. ▪ Ability to set up Payment Tokens ▪ Ability to assign Proxies
Email Log	Record of emails received from the application
Sign out	End your session



Organization Account

The My Account menu provides access to the firm administrator and organization profile where you can manage the following:

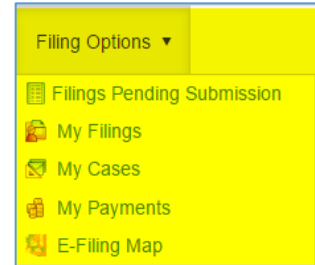
Option	Description
My Profile	<ul style="list-style-type: none"> ▪ Details about your account, such as contact information, affiliation, and your security question and answer. ▪ The ability to change your account password or email addresses. ▪ Ability to set up Payment Tokens ▪ Ability to assign Proxies
Email Log	<ul style="list-style-type: none"> • Record of emails received from the application
Edit Organization	<ul style="list-style-type: none"> • Details about the organization's account • Ability to set up payment tokens for individual users
Manage Users	<ul style="list-style-type: none"> • Ability to add users to the organization account
Unaffiliated Users	<ul style="list-style-type: none"> • Ability to associate a user not affiliated with the firm to the organization account
Sign out	<ul style="list-style-type: none"> • End your session



Filing Options Menu

Individual Attorney and Self-Represented Litigant accounts:

Option	Description
Filings Pending Submission	<ul style="list-style-type: none">View a list of pending submissionsIncludes ability to delete or copy submissions
My Filings	<ul style="list-style-type: none">Displays the My Filings screen where you can access all of your submissionsIncludes ability to retrieve case documents
My Cases	<ul style="list-style-type: none">Displays all cases you have successfully filedProvides access to case documents
My Payments	<ul style="list-style-type: none">Provides a searchable listing of all payments made
E-Filing Map	<ul style="list-style-type: none">Returns you to the E-Filing Map page



Organization accounts:

Option	Description
Filings Pending Submission	<ul style="list-style-type: none">View a list of pending submissionsIncludes ability to delete or copy submissions
My Filings	<ul style="list-style-type: none">Displays the My Filings screen where you can access all of your submissions
Organization Filings	<ul style="list-style-type: none">Displays the Organization Filings screen where you can access submissions for the entire organizationProvides access to case documents
My Cases	<ul style="list-style-type: none">Displays all cases successfully submittedProvides access to case documents
Organization Cases	<ul style="list-style-type: none">Displays all cases successfully submitted for the entire organizationProvides access to case documents
My Payments	<ul style="list-style-type: none">Provides a searchable listing of all payments made
Organization Payments	<ul style="list-style-type: none">Provides a searchable listing of all payments made by organization users
E-Filing Map	<ul style="list-style-type: none">Returns you to the E-Filing Map page






My Cases


Arizona Judicial Branch

[My Cases](#)
[My Filings](#)
[Sign Out](#)

[Pending Submission](#)
[E-Filing Map](#)

All successfully filed submissions appear in this section. The application displays the Case #, Case Title, Court Location, General Case Category, if the service function was used during creation of the submission, and the Status. The “File Now” button allows you to jump to the Existing Case screen to begin a new submission.

My Cases
Help




Search Options

Court Location:

General Case Category:

Case #:

Case Title:

Cases per page

Status:

☒ Active
 ☐ Inactive
 ☐ All

File	Case #	Case Title	Court Location	General Case Category	Receiving Service	Status
File Now	V1300CV201680004	Lewis E Hollander JR vs Ellen Savioni et al	Yavapai County - Prescott	Civil	Yes	Active


By clicking on the Case Title hyperlink, you will be taken to the Case Information screen where you will have access to case documents.

Documents		
#	Filing Date	Document Title
1	9/7/2016 11:12:20 AM	EFILING: ANSWER
2	9/7/2016 11:12:20 AM	EFILING: AFFIDAVIT OF RENEWAL OF JUDGMENT
3	9/7/2016 11:12:20 AM	EFILING: NOTICE OF FILING PROPOSED ORDER
4	9/7/2016 11:12:20 AM	EFILING: PROPOSED ORDER
5	9/7/2016 10:39:12 AM	EFILING: COMPLAINT
6	9/7/2016 10:39:12 AM	EFILING: CERT OF COMP ARB

My Filings






Arizona Judicial Branch



[My Cases](#)
[My Filings](#)
[Sign Out](#)

[Pending Submission](#)
[E-Filing Map](#)

For each submission, the application displays EFM Submission ID #, the EFSP Filing ID #, the Case Title/Docket, the case number assigned to the case, the status of the submission, the court location into which the submission was made, the submission date, and the date the clerk's office accepted the submission (Completion Date / Remarks).


My Filings
Help   


Search Options

EFM Submission ID:

Court Case #:

Court:

Submission Date From: 


Completion Date From: 


Case Title:

EFSP Filing ID:

Status:

Division:

To: 

To: 

Matter #:

	EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶	154272	154427	AUTOCASH PLAINTIFF vs JOSE R GAONA DEFENDANT	S1400CV201700252	Filed	Yuma County Superior Court	11/17/2017 07:56:11 AM	11/17/2017 09:32:00 AM
▶	154271	154426	JASON ARGANAUGHT et al vs BILLY BLAKE	S1400CV201700787	Filed	Yuma County Superior Court	11/17/2017 07:53:48 AM	11/17/2017 09:30:42 AM
▶	154220	154367	LAKEVIEW LOAN SERVICING, LLC VS. CHARLES W. STEVENS et al	P1300CV201700050	Pending Filing	Yavapai County - Prescott	11/09/2017 03:52:24 PM	

To see the detail of a specific submission, click the ▶ sign to the left of the Submission #.

	EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶	154272	154427	AUTOCASH PLAINTIFF vs JOSE R GAONA DEFENDANT	S1400CV201700252	Filed	Yuma County Superior Court	11/17/2017 07:56:11 AM	11/17/2017 09:32:00 AM
▶	154271	154426	JASON ARGANAUGHT et al vs BILLY BLAKE	S1400CV201700787	Filed	Yuma County Superior Court	11/17/2017 07:53:48 AM	11/17/2017 09:30:42 AM

Filing Information
Documents
Service List
Fee Payment


General Case Category: Civil

Case Title: JASON ARGANAUGHT et al vs BILLY BLAKE


Matter:

Filed By: Jillian Law AZ 84696321

Pending Submissions











Arizona Judicial Branch



[My Cases](#) [My Filings](#) [Sign Out](#)
[Pending Submission](#) [E-Filing Map](#)

The Pending Submissions section lists all submissions that have been saved by the user but not yet submitted for filing.

Pending Submission						Help
						Refresh
Court Location	General Case Category	Case Number	Case Detail	EFSP Filing ID	Delete/Copy	Date Last Updated
Maricopa County Superior Court	Civil	CV2015-009542	Vs. Martinez, ETAL	154270	 	11/16/2017 02:34:39 PM
Mohave County Superior Court	Civil			154160	 	11/08/2017 01:57:33 PM
				154169	 	11/08/2017 01:02:04 PM
Yavapai County - Prescott	Civil			154166	 	11/08/2017 12:49:55 PM

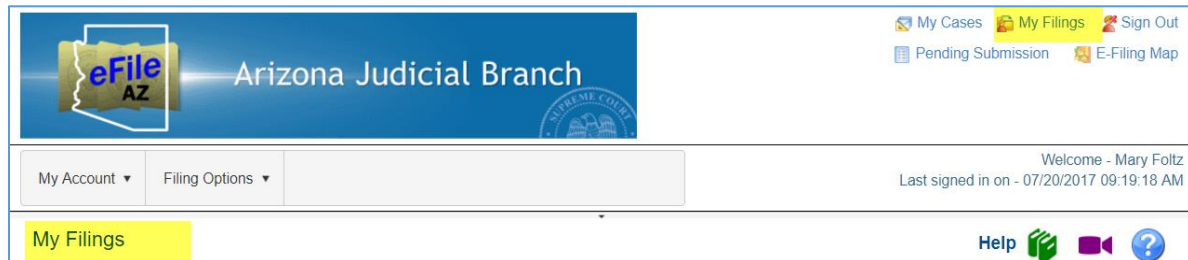
To access the submission, click the hyperlinked submission ID number in the **EFSP Filing ID** column.

2 Searching for Submissions

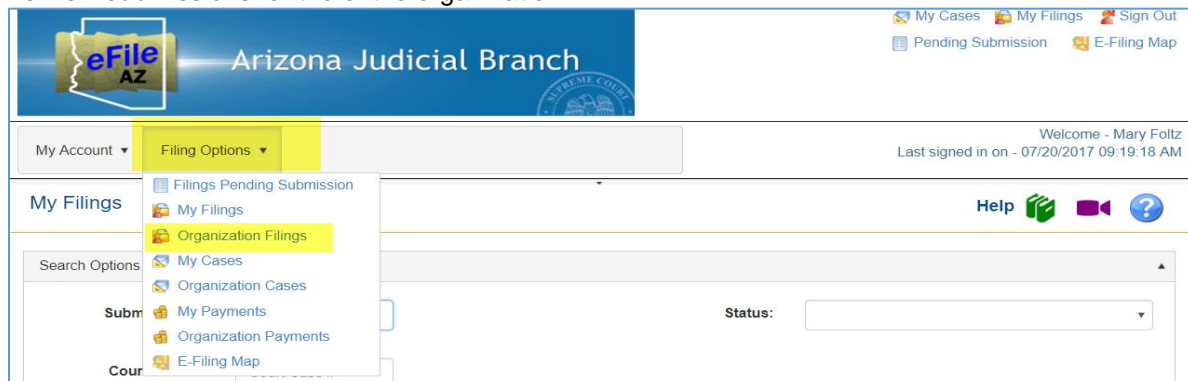
My Filings/Organization Filings

After signing into the application, click on the **My Filings** link if you want to view submissions that you have submitted. If you are wanting to view submissions that have been submitted by the entire organization and you have firm administrator access, click on Filing Options and then **Organization Filings**. This section of the application will show submissions that have been submitted but not accepted by the clerk yet (Pending Filing), submissions rejected by the clerk (Rejected), and submissions accepted by the clerk (Filed).

To view submissions for an individual's account:



To view submissions for the entire organization:



Specifying a Submission Date Range

By default, the My Filings and Organization Filings pages list only those submissions made during the last seven days. You can increase or reduce this date range by following the steps below.

1. In the **Submission Date From box**, type the **starting date** for the date range in the format: mm/dd/yyyy
2. In the **Submission Date To box**, type the **last date** to include in the date range in the format: mm/dd/yyyy
3. Click the **Search** link to display the submissions made during the specified date range.

The screenshot shows the 'My Filings' search interface. At the top, there's a 'Search Options' section. Below it, there are several input fields: 'EFM Submission ID', 'EFSP Filing ID', 'Court Case #', 'Status', 'Court', and 'Division'. At the bottom, there are two date range filters: 'Submission Date From' and 'To'. The 'Submission Date From' field is highlighted in yellow and contains the date '11/10/2017'. The 'To' field is also highlighted in yellow and contains the date '11/17/2017'.

Specifying a Completion Date Range

Submissions can be searched on Completion Date Range as well. By default, submissions will be shown on Submission Date Range. You can increase or reduce the date range.

1. In the **Completion Date From box**, type the starting date for the date range in the format: mm/dd/yyyy
2. In the **Completion Date To box**, type the last date to include in the date range in the format: mm/dd/yyyy
3. Click the **Search** link to display the completed submissions made during the specified date range.

The screenshot shows the 'My Filings' search interface, similar to the previous one. However, the date range filters at the bottom are now 'Completion Date From' and 'To'. The 'Completion Date From' field is highlighted in yellow and contains the date '11/10/2017'. The 'To' field is also highlighted in yellow and contains the date '11/17/2017'.

Specifying an ID

Submissions can be searched using the EFM Submission ID# or the EFSP Filing ID. The EFSP Filing ID is the number assigned when a submission is started in eFileAZ. The EFM Submission ID# is a number assigned to the completed and submitted submission. This is the number you will provide in the event you call the Support Center for assistance. Enter either a valid EFM or EFSP # and click Search.

The screenshot shows a 'Search Options' window with a light blue border. It contains four input fields: 'EFM Submission ID' and 'EFSP Filing ID' are highlighted in yellow; 'Court Case #' is a standard text box; and 'Status' is a dropdown menu.

Specifying a Status

Submissions can be searched on Status. The Status dropdown has the options shown below:

Received / Validated Submission / Pending Review / Being Reviewed / Review Complete / Sending to Local System / Pending Submission / Pending Queue / Filed for Judicial Review / Filed / Partially Filed.

This screenshot shows the 'Search Options' window with the 'Status' dropdown menu open. The dropdown list is highlighted in yellow and contains the following options: Received, Validating Filing, Pending Review, Being Reviewed, Review Complete, Sending to Local System, Pending Filing, Correction Queue, Filed for Judicial Review, Filed, Partially Filed, and Rejected. Other fields like 'EFM Submission ID', 'EFSP Filing ID', 'Court Case #', 'Court', 'Submission Date From', 'Completion Date From', 'Case Title', and 'Matter #' are also visible.

Specifying Court and Division

Submissions can be searched by specific court and division. Choose the desired court or division from the dropdown and click Search.

The screenshot shows the 'Search Options' window with the 'Court' dropdown menu selected, showing 'Yavapai County - Prescott'. The 'Division' dropdown menu is also visible and empty. Other fields like 'EFM Submission ID', 'EFSP Filing ID', 'Court Case #', 'Status', and 'Matter #' are also present.

Viewing Submission Information

For each submission, the application displays EFSP Filing ID, EFM Submission ID, Case title/docket, the case number assigned to the case, the status of the submission, the jurisdiction/court in which the submission was made, the submission date, and the date the Clerk's office completed the submission (Completion Date / Remarks). Depending on your monitor size, you may have to scroll horizontally to see all the columns.

EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶ 154272	154427	AUTOCASH PLAINTIFF vs JOSE R GAONA DEFENDANT	S1400CV201700252	Filed	Yuma County Superior Court	11/17/2017 07:56:11 AM	11/17/2017 09:32:00 AM
▶ 154271	154426	JASON ARGANAUGHT et al vs BILLY BLAKE	S1400CV201700787	Filed	Yuma County Superior Court	11/17/2017 07:53:48 AM	11/17/2017 09:30:42 AM

1

1 - 2 of 2 items

This information includes:

Item	Description
EFSP Filing ID	The number assigned to the submission.
EFM Submission ID	The number assigned to the submission AFTER it has been submitted to the Court.
Case #	The case number assigned to the case by the court. New cases do not receive a case number until after the submission has been processed through the case management system and "filed". If no case number has been assigned, the application will leave the field blank.
Status	The status of the submission (Filed /Received/ Being Reviewed/ Pending Review, etc.)
Court	The court in which the case was filed
Division	The court type; e.g., Civil
Submission Date	The date on which the submission was received by the application
Completion Date / Remarks	The date which the court accepted the submission, marked it as Filed, and notified the submitter by email that the submission is complete

Viewing Submission Details

If you click the ▶ sign to the left of the submission #, the application expands the submission record to show the details of the submission.

Filing Information tab shows General Case Category, Case Title, Matter Number, and who the submission was Filed By.

EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶ 154271	154426	JASON ARGANAUGHT et al vs BILLY BLAKE	S1400CV201700787	Filed	Yuma County Superior Court	11/17/2017 07:53:48 AM	11/17/2017 09:30:42 AM

Filing Information

Documents

Service List

Fee Payment

General Case Category:

Civil

Case Title:

JASON ARGANAUGHT et al vs BILLY BLAKE

Matter:

Filed By:

Jillian Law AZ 84696321

The Documents tab shows the order in which the documents were attached (1, 2, 3, and so on), the status of the document, Document Type, and the File Name. (Note: Documents are not retrievable in this view)

EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
154271	154426	JASON ARGANAUGHT et al vs BILLY BLAKE	S1400CV201700787	Filed	Yuma County Superior Court	11/17/2017 07:53:48 AM	11/17/2017 09:30:42 AM
<div>Filing InformationDocumentsService ListFee Payment</div>							
#	Status	Document Type	File Name				
1	Accepted	 Civil Cover Sheet System Generated	Civil Cover Sheet System Generated.pdf				
2	Issued	 Summons BILLY BLAKE System Generated	Summons BILLY BLAKE System Generated.pdf				
3	Filed	 PLAINTIFF'S COMPLAINT	DOCX-Complaint.docx				

The Service List tab will show to whom service was provided.

EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
153042	154428	SAMUEL MILLER et al. PLAINTIFF vs JASON VALIANT DEFENDANT	P1300CV201700393	Validating Filing	Yavapai County - Prescott	11/17/2017 03:13:29 PM	
<div> Filing Information Documents Service List Fee Payment </div>							
Documents were electronically mailed to:							
Name		Email Address					
Jillian Law		azefiling@gmail.com					
John Attorney		azefiling@gmail.com					

The Fee Payment tab shows any fees that were assessed, the Fee Status, Paid By, and the Payment Receipt #.

EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
153042	154428	SAMUEL MILLER et al. PLAINTIFF vs JASON VALIANT DEFENDANT	P1300CV201700393	Validating Filing	Yavapai County - Prescott	11/17/2017 03:13:29 PM	
<div> Filing Information Documents Service List Fee Payment </div>							
eService Fee				\$3.80			
Application Fee				\$6.50			
Payment Fee				\$0.31			
Total Fee:				\$10.61			
Fee Status:				Assessed			
Paid By:				Electronic payment at payment site			
Payment Receipt #:				82921899865868011			

My Cases/Organization Cases

After signing into the application, click on the **My Cases** link if you want to see submissions that you have successfully filed into (the clerk has accepted and documents have been made a part of the official court record). If you are wanting to see submissions that have been successfully filed by the entire organization and you have firm administrator access, click on Filing Options and then **Organization Cases**.

To view cases for an individual's account:

The screenshot shows the top navigation bar of the Arizona Judicial Branch eFile AZ system. The 'My Cases' link is highlighted in yellow. Other links include 'My Filings', 'Sign Out', 'Pending Submission', and 'E-Filing Map'. Below the navigation bar, the user is logged in as 'Mary Foltz' and the 'My Cases' link is highlighted in the main menu.

To view cases for the entire organization:

The screenshot shows the top navigation bar of the Arizona Judicial Branch eFile AZ system. The 'Testing organization Cases' link is highlighted in yellow. Other links include 'My Cases', 'My Filings', 'Sign Out', 'Pending Submission', and 'E-Filing Map'. Below the navigation bar, the user is logged in as 'Mary Foltz' and the 'Testing organization Cases' link is highlighted in the main menu.

Searching for cases

To search for cases submitted by you, click **My Cases**.

The screenshot shows the 'My Cases' search interface. It includes a search bar with the following fields: 'Court Location', 'General Case Category', 'Case #', 'Case Title', 'Cases per page', and 'Status'. The 'Status' field has radio buttons for 'Active', 'Inactive', and 'All'. The 'Cases per page' field is set to 25. There are 'Search' and 'Clear' buttons at the bottom.

To search for cases submitted by someone in the organization or to see all organization submissions, click My Cases ➡ Filing Options ➡ Organization Cases.

The screenshot shows the 'My Cases' interface. At the top, there's a 'My Account' dropdown and a 'Filing Options' dropdown. The 'Filing Options' dropdown is open, showing a list of options: 'Filings Pending Submission', 'My Filings', 'Organization Filings', 'My Cases', 'Organization Cases' (highlighted), 'My Payments', 'Organization Payments', and 'E-Filing Map'. Below the dropdown, there are search filters: 'Case #', 'Case Title', 'Cases per page' (set to 25), and 'Status' (radio buttons for Active, Inactive, All). There are 'Search' and 'Clear' buttons at the bottom.

Specifying a Court Location and General Case Category

Click on the dropdown arrows for Court Location and choose the county in which you want to conduct a search. If you wish to view all cases regardless of county, leave court location blank.

Once you have chosen the Court Location, the General Case Category dropdown will become available. Click the dropdown and choose the category you wish to search. You may leave this field blank if you do not wish to search by a specific case category.

The screenshot shows the 'Mohave Law Firm Cases' search interface. The 'Court Location' dropdown is highlighted with a yellow box and shows 'Yavapai County - Prescott'. The 'General Case Category' dropdown is also highlighted with a yellow box and shows 'Civil'. Other search filters include 'Case #', 'Case Title', 'Filer' (set to 'Law, Jillian'), 'Cases per page' (set to 25), and 'Status' (radio buttons for Active, Inactive, All). There are 'Search' and 'Clear' buttons at the bottom.

The same search functionality is available for organization searches and includes a dropdown listing all of the registered users for the organization.

The screenshot shows the 'Testing organization Cases' search interface. The 'Filer' dropdown is open, showing a list of users: 'Attorney, My', 'Brown, Sarah', 'Dalton, Summer Fest', 'Foltz, Mary', 'Foltz, Mary', 'Foltz, Mary', 'James, Barbara', 'Noble, Donna', 'Price, Jim', 'Staff, Law Firm', 'Tester Esq., Exempt', and 'Tester, Attorney'. Other search filters include 'Court Location', 'General Case Category', 'Case #', 'Case Title', 'Cases per page', and 'Status' (radio buttons for Active, Inactive, All). There are 'Search' and 'Clear' buttons at the bottom.

Once the search criteria has been entered and results returned, the grid below appears.

- File Now – returns you to the application where you can begin submitting documents for the case
- Case # - provides information on electronic service

- **Case Title** – takes you to the Case Information screen where you can see all case information and listing of all documents that have been filed into the case either manually or electronically. Clicking on the document hyperlink will open the document (if available) and you can then print out or save for your records.
- **Court Location** – Superior Court the case in which the case is located
- **General Case Category** – Civil cases are the only cases allowed to be filed at this time
- **Receiving Service** – Indicates parties in the case have agreed to receive e-service
- **Status** – Status of the case

My Cases
Help

Search Options

Court Location:
Yavapai County - Prescott

General Case Category:
Civil

Case #:

Case Title:

Cases per page
25

Status:
☐ Active
☐ Inactive
☒ All

Search
Clear

File	Case #	Case Title	Court Location	General Case Category	Receiving Service	Status
File Now	P1300CV201700116	MARY FOLTZ vs JOHNS BAKERY	Yavapai County - Prescott	Civil	Yes	Active
File Now	P1300CV201700012	John plaintiff et al vs defendant organization	Yavapai County - Prescott	Civil	Yes	Active
File Now	P1300CV201600335	MARY'S PET SHOP et al vs JOE DEFENDANT et al	Yavapai County - Prescott	Civil	Yes	Active

3 Registering a User Account

The application requires attorneys and self-represented litigants to register and obtain a user name and password. To successfully register, you must have access to the Internet and be able to navigate your web browser to the efile.azcourts.gov website.

Prior to registering, you will need to decide if you will register as an individual user, such as an Attorney or Self-represented litigant, or if you are registering an organization.

An individual account is a sole practicing attorney, self-represented litigant, process server or transcriptionist. An organization includes government organizations, fee exempt agencies, businesses, and law firms.

Registering as an Attorney, Self-Represented Litigant, Process Server or Transcriptionist

User registration typically follows these steps:

1. Go to the **Account Registration** page.
2. Enter the **registration information**; including your Bar license number (if you are an attorney), user name and password, email addresses, and identification information.
3. Receive **email notification** that your registration information has been received and is pending verification.
4. Receive an email verification message with an **activation link**.
5. On the **Account Activation page**, answer the **Security Question** you set up for your account.
6. **Sign in** and begin electronic submission activities.

Display the Account Registration Page

1. Open your **Internet browser**.
2. Go to the website: <https://efile.azcourts.gov/>

The screenshot shows the login and registration interface of the Arizona Judicial Branch Statewide eFiling System. At the top, it says "Welcome to the Arizona Judicial Branch Statewide eFiling System Dev/qa" with a "Help" link and a question mark icon. Below this is a "Login" section with a "Required Field" label. It contains two input fields: "User Name" and "Password". Below these fields are two buttons: "Sign in" and "Forgot Password?". Below the login section is a yellow banner with the text "Do not have an account - Register Now!". Below this banner is a registration section with a "Role" dropdown menu and a "Register" button. At the bottom of the page, it says "This website is best viewed in Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome."

3. Select a Role from the dropdown and Click the **Register** Link. (For the purposes of this manual, “attorney” has been chosen).

Do not have an account - Register Now!

If you need a portal account, please indicate the filer role you need and click Register.

* Role: Select Role Register

Select Role

Attorney

Self-Represented Litigant

Organization (Business/Exempt Agency/Law Firm/Government Agency)

and Google Chrome.

4. The application displays the **Account Registration** page and defaults to “Setup Person”.

Account Registration

* Registration Type: ☒ Setup Person ☐ Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

* Role: Attorney Select

ID State/Number: Arizona

You must provide Arizona Bar Number

* User Name: User Name

Password must be between 6 and 16 characters, with at least 1 number

Enter Your Registration Information

Fill in the information fields on the Account Registration screen. Fields marked with a red asterisk (*) are required.

Identify Your Registration Type and Role

1. Choose **Registration Type**.
2. Click the **Role** dropdown arrow.
3. Choose your **role** from the list by clicking it.
4. Click the **Select** button.

Account Registration Help

* Registration Type: ☒ Setup Person ☐ Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

* Role: Attorney Select

Select Role


Attorney

Self-Represented Litigant

ID State/Number:

5. If you selected an **attorney** role, click the **ID State/Number** box and choose your state. If you are not an attorney, skip this step.

6. Type your **Bar Number** in the text box. If you are not an attorney, skip this step.

Account Registration Help 

* Registration Type: ☒ Setup Person ☐ Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

* Role: Attorney Select

ID State/Number: Arizona

You must provide Arizona Bar Number

Select a User Name, Password, and Security Question

To create secure access to your account, define a user name and password for the account along with a security question and answer that only the owner of the account would know.

1. In the **User Name** box, type a **name** to be used to gain access to your account.
2. In the **Password** box, type a 6- to 16-character password with at least one number.
3. **Retype** the **password**, as requested. If the password does not match the entered password, you will get an error message and must retype the passwords until they match.

* User Name: trainingattorney

Password must be between 6 and 16 characters, with at least 1 number

* Password:

* Re-type Password:

4. Click the dropdown next to **Security Question** and click the security question you want to associate with your account.
5. In the **Security Question Answer** box, type the **answer**. Make sure that your security answer is easy to remember. You will use it during the activation portion of the registration process. If you do not provide the correct answer, you may have to restart the registration process.

* Security Question: Favorite Pet

* Security Answer: Tayla

Enter Your Name and Email Addresses

1. Type your **name** in the boxes: **First**, **Middle**, **Last Name**, and **Suffix**.
2. Type your **Primary Email Address**. If you are an attorney, this is the email address associated with your bar registration and that you want to use as your official e-Filing email address.
3. Add up to **two additional email accounts** to associate with your account (optional). All notifications/correspondence will be sent to all email accounts that are entered.

Enter Your Contact Information

1. Type the **contact information** shown:
 - **Official Mailing Address:** Street Address (2 lines).
 - **City/State/Zip Code:** Type the City, click the State down-arrow and select the state, and type the zip code.
 - **Phone #:** in the format xxx-xxx-xxxx

	* First:	Middle:	* Last	Suffix
Name:	<input type="text" value="Training"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Attorney"/>	<input type="text" value=""/>
* Primary Email:	<input type="text" value="tattorney@fake.com"/>			
Alternate Email1/Email2:	<input type="text" value="Alternate Email1"/>		<input type="text" value="Alternate Email2"/>	
* Address 1/2:	<input type="text" value="123 Lane"/>		<input type="text" value="Address 2"/>	
* Country/City	<input type="text" value="UNITED STATES"/>		<input type="text" value="Phoenix"/>	
* State/ Zip Code:	<input type="text" value="Arizona"/>		<input type="text" value="85007"/>	
Phone # (Format ###-###-####):	<input type="text" value="111-111-1111"/>		Extension:	<input type="text" value="23"/>

Terms & Conditions

Read through the terms and conditions which are found on the link at the bottom of the page.

By using an electronic filing service you consent to email service.

CONSENT TO EMAIL SERVICE: By electronically filing through Arizona Judicial Branch Statewide eFiling System I understand and agree to electronic service of court documents submitted on my cases via email at the address(es) I have provided.

[Register](#)




Submit Your Registration

1. Click the **Register** button.

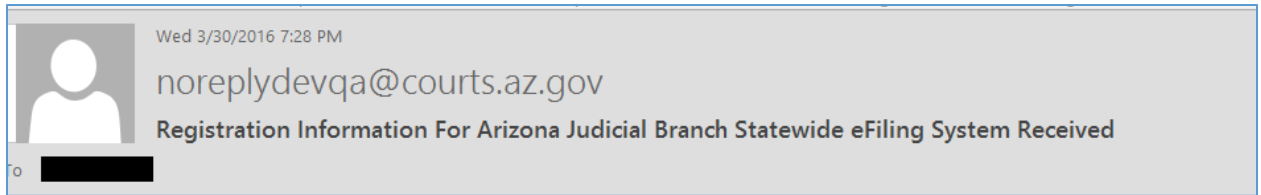
[Register](#)

2. If the application flags any errors, make the necessary **corrections** and click **Register**.

If no validation is necessary the application displays a Registration Complete message and sends an email message to your primary email address.

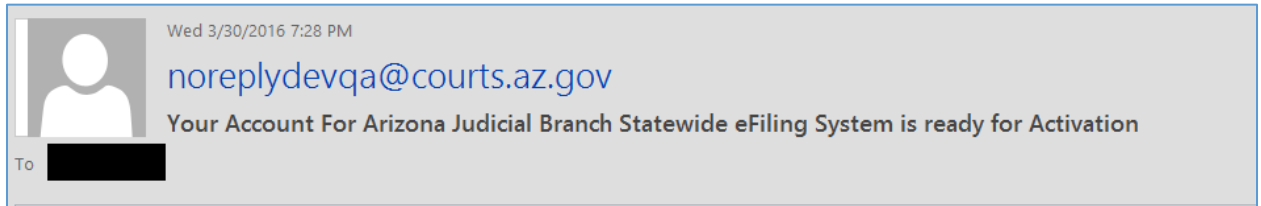
Registration Complete	Help   
<p>Your registration information has been received and validated. ePortal will send an email message with instructions for activating your account to the primary email address you provided. Click the activation link in that email and follow the instructions to activate your account.</p> <p>Click here to go back to Home page.</p>	

Please note that the email sent is from a non-monitored account. Do not reply to the email message.

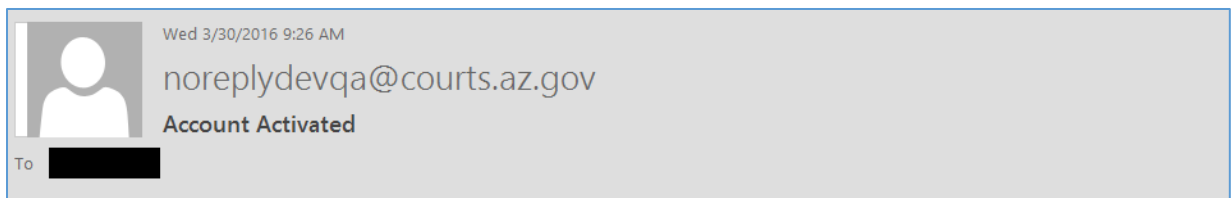


This message contains a registration reference number. Keep this registration reference number as proof that you have completed the registration process.

If your registration requires validation the application will send a corresponding email message to your primary email address.



Once your registration has been validated and accepted, the application follows up with an email that states your registration has been accepted and activated.



Activate Your Account

The last part of the registration process is to activate your account. You cannot perform this step until you receive the account ready for activation email message.

1. Go to your **primary email account** and open the **Registration Activation email**.



2. Click the **Activation link**

Information provided at the time of registration for electronic filing with the Arizona Judicial Branch Statewide eFiling System is verified and your account is ready for activation. To Activate your account click on activation link below

<https://efile.azcourts.gov//Security/views/ActivateUser.aspx?activationid=9cdcee91-76fa-4a54-a225-0b4a7a7d47e4>

3. The application displays the User Account Activation page.
4. Verify your identity by **answering the security question** you set up during registration.
5. Click the **Activate** button. You can now sign into your account by entering your User Name and Password.

Note on Spam Filters: The registration process is fully automated and generates an email message within minutes of your request for a User Name. This email contains the User Name and registration information you provided. Should you not receive an email with your user name and registration information within 30 minutes of your submission request, the culprit is usually a spam filter, most likely installed by your Internet Service Provider or your network administrator, which intercepts this email. The email may be in your "Trash" or similar email folder. Ask your ISP or network administrator to review your spam filters. If you are still unable to retrieve this email contact the AOC Support Center.

Allowing Others to Use Your Registration

Application rules require attorneys and all registered e-submitter to safeguard their passwords and user information to avoid unauthorized use. Users are responsible for any actions done through his/her account by others to whom he/she provides access. Please review the Court's rules regarding your responsibility to safeguard your user account information and to guard against improper usage.

Registering as an Organization

Organization registration allows for two types of users: Administrative Users and Basic Users. Before setting up your organization account it is necessary to determine who the organization administrators will be and set them up first.

Administrative User	Basic User
Create new users	N/A
Inactivate users in the system	N/A
Change user access level	N/A
Change user passwords	Change own password
Edit firm account information	N/A
View submissions created by firm users	View only submissions created by this user account
Change profile information for all users (individually)	Change profile information related to this user account

1. Go to the **Account Registration** page.
2. Enter the **registration information** for the firm administrator: user name and password, email addresses, and identification information.
3. Receive **email notification** that your registration information has been received and is pending verification.
4. Receive an email verification message with an **activation link**.
5. On the **Account Activation page**, answer the **Security Question** you set up for your account.
6. Sign in to your newly created account
7. Set up Users
8. Set up Tokens and Proxies
9. **Sign in** and begin electronic submission activities.

Display the Account Registration Page

1. Open your **Internet browser**.
2. Go to the website: <https://efile.azcourts.gov/>

3. Select Organization from the dropdown and Click the **Register** Link.

4. The application displays the **Account Registration** page and **Setup Organization** selection is defaulted.

Account Registration

Help ?

* Registration Type: ☐ Setup Person ☒ Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

Organization Information

* Organization Name: * Type:

* Primary Email:

Alternate Email1/Email2: Alternate Email2:

* Address 1/2: Address 2:

* Country/City: City:

* State/ Zip Code: Zip Code:

Phone # (Format ###-###-####): Extension:

Copy Contact Information to Administrator

Setting up the Administrator for an Organization

Fill in the information fields on the Account Registration screen. Fields marked with a red asterisk (*) are required.

Organization Information

1. **Registration Type** of Organization has been chosen for you.
2. Enter the Organization's name
3. Click the **Type** of Organization you are registering.

Organization Information

* Organization Name: * Type:

* Primary Email:

Alternate Email1/Email2: Alternate Email2:

4. Enter the organization's email, address, and telephone numbers
5. If the information for the firm administrator is the same as for the organization, click **Copy Contact Information to Administrator**. This will duplicate the email, address, and phone for the administrator.

Administrator Information

1. Select the Role of **Firm Administrator** from the dropdown.

Administrator

* Role:

ID State/Number:

2. Enter a unique user name and password for the account.

3. Select and enter a Security Answer
4. Enter the Firm Administrator's name, email, address and phone number.

You may add up to **two additional email accounts** to associate with your account (optional). All notifications/correspondence will be sent to all email accounts that are entered.

	* First:	Middle:	* Last	Suffix
Name:	First Name	Middle Name	Last Name	
* Primary Email:	Primary Email			
Alternate Email1/Email2:	Alternate Email1		Alternate Email2	
* Address 1/2:	Address 1		Address 2	
* Country/City	UNITED STATES		City	
* State/ Zip Code:	Select State		Zip Code	
Phone # (Format ###-###-####):	Phone Number Format ###-###-####		Extension:	

NOTE: Email addresses do not have to be unique for each registered user. An email address can be used for multiple user accounts.

Terms & Conditions

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[Terms Of Use](#) | [Privacy Statement](#) | [Accessibility](#) | [Request Support](#) |

By using an electronic filing service you consent to email service.

CONSENT TO EMAIL SERVICE: By electronically filing through Arizona Judicial Branch Statewide eFiling System I understand and agree to electronic service of court documents submitted on my cases via email at the address(es) I have provided.

[Register](#)




Submit Your Registration

1. Click the **Register** button.

[Register](#)

2. If the application flags any errors, make the necessary **corrections** and click **Register**.

If no validation is necessary the application displays a Registration Complete message and sends an email message to your primary email address.

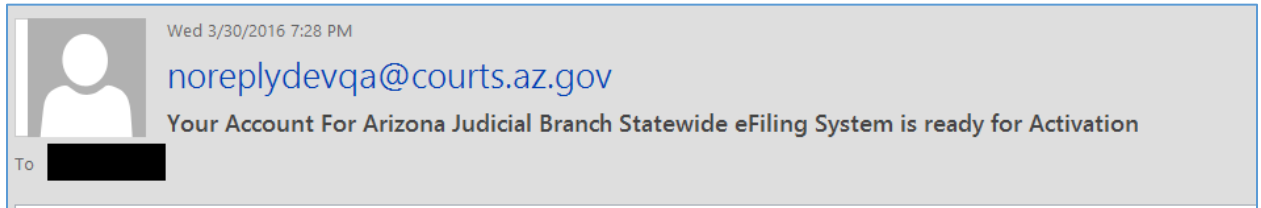
Registration Complete	Help   
<p>Your registration information has been received and validated. ePortal will send an email message with instructions for activating your account to the primary email address you provided. Click the activation link in that email and follow the instructions to activate your account.</p> <p>Click here to go back to Home page.</p>	

Please note that the email sent is from a non-monitored account. Do not reply to the email message.



This message contains a registration reference number. Keep this registration reference number as proof that you have completed the registration process.

The application also sends official notification of your registration to the primary email account you entered.



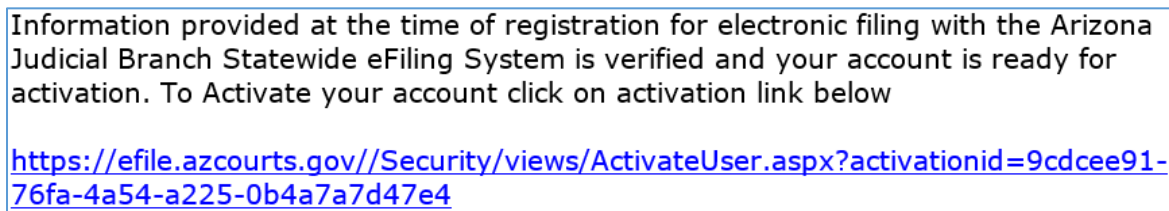
Activate Your Account

The last part of the registration process is to activate your account. You cannot perform this step until you receive the account activation email message.

1. Go to your **primary email account** and open the **Registration Activation email**.

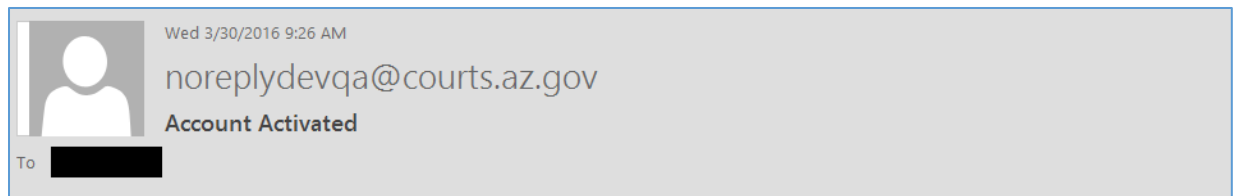


2. Click the **Activation link**



3. The application displays the User Account Activation page.
4. Verify your identity by **answering the security question** you set up during registration.

- Click the **Activate** button.
- Once your registration has been validated and accepted, the application follows up with an email that states your registration has been accepted and activated.

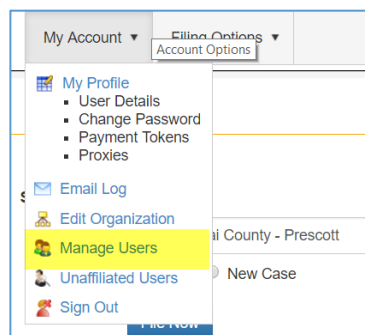


Note on Spam Filters: The registration process is fully automated and generates an email message within minutes of your request for a User Name. This email contains the User Name and registration information you provided. Should you not receive an email with your user name and registration information within 30 minutes of your submission request, the culprit is usually a spam filter, most likely installed by your Internet Service Provider or your network administrator, which intercepts this email. The email may be in your "Trash" or similar email folder. Ask your ISP or network administrator to review your spam filters. If you are still unable to retrieve this email contact the AOC Support Center.

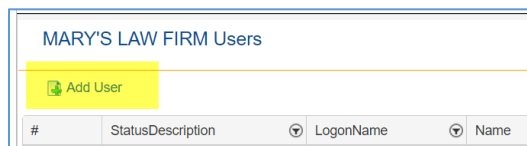
Setting Up Additional Firm Administrators and Basic Users

You must be logged in to an administrator account to set up additional users and set user permissions for your organization.

- Click on **My Account** and then **Manage Users**.



- Click on **Add User**



- Choose the user **Role** from the drop-down and click **Select**. Law Firm Staff are non-attorneys working for your organization that do not have a Bar Number.

Organization: MARY'S LAW FIRM

* Role: Select Role Select

ID State/Number: Select Role

* User Name: Attorney
Law Firm Staff
Process Server
Self-Represented Litigant
Transcriptionist

The default password is "eportal". User will be required to select a new password upon signing in

- If setting up an account for an attorney you must enter the attorney's Bar Number.
- Enter a User Name, person's name and contact information.

* User Name:

The default password is "eportal". User will be required to select a new password upon signing in

* First: Middle: * Last: Suffix:

Name: First Name Middle Name Last Name

* Primary Email:

Alternate Email1/Email2: Alternate Email1 Alternate Email2

* Address 1/2: Address 1 Address 2

* Country/City: UNITED STATES City

* State/ Zip Code: Select State Zip Code

Phone # (Format ###-###-####): Phone Number Format ###-###-#### Extension:

☐ Can act as administrator

Add Cancel

- If they will be allowed to act as an administrator, click the button next to **"Can act as administrator"**. This will give them the same permissions as the main firm administrator.

Phone # (Format ###-###-####): 555-555-5555

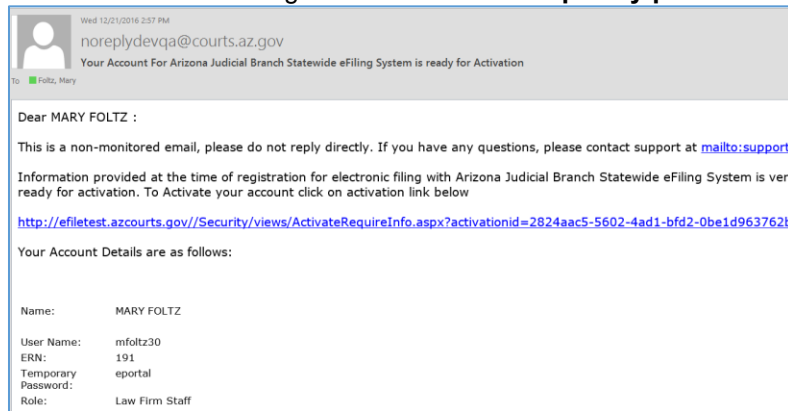
☒ Can act as administrator

Add Cancel

- Click **Add**
- The new account will appear in the **Manage Users** page as "Pending Activation".

MARY'S LAW FIRM Users			
Add User			
#	StatusDescription	LogonName	Name
		attorney8	ATTORNEY EIGHT
		attorney9	ATTORNEY NINE
	Active	MFLAWFIRM	FOLTZ, MARY
	Pending Activation	mfoltz30	FOLTZ, MARY

9. The user will receive an email notifying them that an account has been set up and carry with it instructions for activating the account. **The temporary password will be “eportal”.**



10. Upon clicking the activation link, the user will be directed to the **Account Activation** page where they will enter “eportal” as their current password, create a new password and security question, and will be able to change other account information as needed.

A screenshot of the "Account Activation" web page. The page contains several input fields for user information. Fields include: Current Password, New Password (with a note: "Password must be between 6 and 16 characters, with at least 1 number"), Re-enter Password, Security Question (a dropdown menu), Security Answer, First, Middle, Last, and Suffix name fields, Primary Email (mfoltz@courts.az.gov), Alternate Email1 and Alternate Email2, Address 1/2 (123 Oak Lane), Address 2, Country/City (UNITED STATES), State/Zip Code (Arizona), Phone # (555-555-5555), and Extension (52). There is an "Activate" button at the bottom.

11. After completion of user setup by the Firm Administrator, payment tokens can now be set up for the organization. For instructions on setting up organization payment tokens, see **Section 5 – Account Management**.

Allowing Others to Use Your Registration

Application rules require attorneys and all registered e-submitters to safeguard their passwords and user information to avoid unauthorized use. Users are responsible for any actions done through his/her account by others to whom he/she provides access. Please review the Court's rules regarding your responsibility to safeguard your user account information and to guard against improper usage.

4 Submissions

The case initiation submission process involves these steps:

1. Prepare the documents you want to file
2. Sign into the application
3. Enter the case information
4. Add the primary parties
5. Attach documents
6. Specify payment type
7. Review the submission and make payment
8. Understand the notification emails you receive
9. Perform service if required

For Subsequent cases, the process involves these steps:

1. Prepare the documents you want to file
2. Sign into the application
3. Enter the case number and wait for case number validation
4. Verify case information is correct
5. Choose your party(s)
6. Attach documents
7. Select eservice recipients
8. Specify payment type
9. Review the submission and make payment
10. Understand the notification emails you receive

Prepare the Documents You Want to File

An important best practice is to prepare the documents for your submission before you sign in and begin the submission procedure.

- Perform any scanning of paper documents ahead of time. For example, Exhibits and Attachments.
- **PLEASE ATTEMPT TO ATTACH ALL EXHIBITS AND ATTACHMENTS TO YOUR LEAD DOCUMENT MAKING IT ONE LARGE DOCUMENT.** If your document is larger than the allowed 9.5mb, then you may split them into the Lead (with all attachments/exhibits adding up to 9.5mb) and then the remainder of the attachments/exhibits as connected documents. If you must add attachments/exhibits as connected documents, please title the connected document as “Exhibits 9-20, COMPLAINT”.
- Documents are allowed to be attached as .DOCX, .ODT, or .PDF. Proposed Orders, Proposed Notice of Hearings, and Proposed Judgments **MUST** be attached using .DOCX or .ODT only.
- Although a submission may contain multiple documents, they must all be associated with the same case.

Signing into the application

1. Open your **Internet browser**.
2. Go to the website: <https://efile.azcourts.gov/>
3. On the **Welcome** page, type your **User Name** and **Password**.
4. Click the **Sign In** button. The application displays the Map page.

The screenshot shows the 'E-Filing Map' interface. At the top, there's a blue header with the 'eFile AZ' logo and 'Arizona Judicial Branch' text. Navigation links include 'My Cases', 'My Filings', 'Sign Out', 'Pending Submission', and 'E-Filing Map'. Below the header, there are tabs for 'My Account' and 'Filing Options'. A welcome message for 'John Attorney' is displayed. The main area is titled 'E-Filing Map' and features a map of Arizona with counties highlighted: Mohave (green), Coconino (orange), Navajo (yellow), and Apache (red). To the left of the map, there's a 'Select a Filing Jurisdiction' section with radio buttons for 'Court' (selected), 'Existing Case', and 'New Case'. A dropdown menu for 'Court' shows 'Yavapai County - Prescott'. A 'File Now' button is at the bottom left of this section. A 'Help' link and a question mark icon are at the top right of the map area.

5. Choose the Court Jurisdiction and indicate if you are filing an Existing Case or a New Case.
6. Click **File Now**

Submitting a New Case

1. Once you click **File Now** on the **Map** page the application displays the New Case page:

The screenshot shows the 'New Case' page. At the top, there's a header with 'New Case' and a 'Help' link. Below the header, there's a form with fields for 'Jurisdiction: Superior Courts', 'Location: Yavapai County - Prescott', 'General Case Category:', 'Case #:', 'Case Category:', 'Case Sub-Category: NA', 'Case Title:', 'EFSP Filing ID: Not Saved', and 'Total Amount Due: \$0.00'. A navigation bar includes links for 'Filer', 'Case Information', 'Case Participants', 'Documents', 'Fees and Payments', and 'Review and Submit'. Below the navigation bar, there's a 'Submitting on Behalf of:' dropdown menu showing 'Law, Jillian'. The main section is titled 'Submitted by' and contains a form with fields for 'ID Number: 84696321', 'ID State: Arizona', 'First: Jillian', 'Middle: Middle Name', 'Last: Law', 'Suffix: Law', 'Primary Email: azefiling@gmail.com', 'Alternate Email1/Email2: Alternate Email1, Alternate Email2', 'Address 1/2: 951 Attorney Lane, Address 2', 'Country/City: UNITED STATES, Florence', 'State/Zip Code: Arizona, 85132', 'Phone # (Format ###-###-####): 5205557777', and 'Extension:'. A 'Next' button is at the bottom right of the form.

2. Submit a new case by completing the **five tabbed sections**: Case Information, Case Participants, Documents, Fees and Payments, and Review and Submit. Fields marked with a red asterisk (*) are required.

Remember to NOT to navigate using the browser buttons. If you click the Back button, you will lose everything you have entered so far. If you need to change something you entered, wait until the Review and Submit page. From the Review and Submit page you can return to previous pages using the tabs and make necessary corrections.

Filer Tab

This screen shows information on the registered user's account. If any of the information is incorrect, you may change it in the My Account tab.

1. If you are submitting on behalf of another attorney, or person, and they have given you permission to do so by adding you to their **Proxy** list, click the down arrow next to **Submitting on Behalf Of:** and choose the person you are submitting for.

The screenshot shows the 'Filer' tab selected. The 'Submitting on Behalf Of:' dropdown menu is open, displaying a list of names: 'Attorney, John' and 'Foltz, Mary'. Below the dropdown, the 'Submitted by' field is visible. The 'ID Number:' field contains '864359' and the 'ID State:' dropdown is set to 'Arizona'.

2. Click **Next**

Case Information Tab

1. **Court Level/Jurisdiction** and **Court Location** are pre-populated depending on what was entered on the **Map** screen. If this is incorrect, you may change it by choosing the correct information from the dropdown menus.

The screenshot shows the 'Case Information' tab selected. The 'Court Level/Jurisdiction:' dropdown is set to 'Superior Courts' and the 'Court Location:' dropdown is set to 'Yavapai County - Prescott'. Below these, the 'General Case Category:' dropdown is set to 'Civil', the 'Case Category:' dropdown is set to 'Contract', and the 'Case Sub-Category:' dropdown is set to 'Account (Open/Stated)'. The 'Emergency Filing:' section has radio buttons for 'Yes' (selected) and 'No'. The 'Client Matter #' field contains 'Client XYZ- Account # 12596423'.

2. For **General Case Category**, click the dropdown box, and click the **type of case** you are submitting. When you choose the General Case Category a section will appear on the bottom of the screen for the civil cover sheet information.
3. Under **Case Category**, click the dropdown box, and click one of the variations of the selected case categories.
4. Under **Case Sub-Category**, click the dropdown box, and click one of the variations of the selected case sub-categories. Some case categories may not include case sub-categories and the system knows to not require an entry.
5. Indicate if the submission contains an **Emergency Filing**. (defaulted to "no")

6. Enter your **client matter #**. This number will not appear on any documents and is for your use to track your clients and cases.
7. **Civil Cover Sheet Information –**

Civil Cover Sheet Information

* Is an Interpreter Needed: ☒ Yes ☐ No

If Yes, Specify Language:

Other Language:

Emergency Order Sought, if any:

☐ Temporary Restraining Order ☒ Provisional Remedy ☐ Order to Show Cause

☐ Employer Sanction ☐ Election Challenge

☐ Other

Specify:

* Complex Litigation Designation: ☒ Yes ☐ No

* Complexity of Case:

- a. Indicate if an interpreter is needed and specify the language (this selection is defaulted to “no”).
- b. If an emergency order is included in the submission, indicate the type of emergency order. If you choose Provisional Remedy, a section will appear where you can enter the information for a Notice of Provisional Remedy With Notice or a Notice of Provisional Remedy without Notice. This document is system generated and you will not have to prepare and attach the document to the submission.
- c. Indicate if the case should be designated as a Complex Litigation case and choose the Complexity of Case (this selection is defaulted to “no”).
- d. If you chose Provisional Remedy, enter the required information to be entered onto the system generated form.

Provisional Remedy Information

* Is Notice Provided: ☐ Yes ☒ No

* Description of property:

* Amount of Debt:

* Amount of Interest:

* Reason for taking Property:

☐ Defendant(s) was about to remove permanently from the state and refused to secure the debt

☐ Defendant(s) had secreted property for the purpose of defrauding creditors

☐ Defendant(s) had disposed of property, wholly or in part, with intent to defraud creditors, or were about to dispose of property with intent to defraud creditors

☐ The Plaintiff(s) claims the right of possession to Defendant's property under a purchase money security interest.

* Amount of Late Charges:

* Amount of Attorney Fees:

8. Click the **Next** button. The application displays the **Case Participants** page (the page may take several seconds to load).

Case Participants Tab

On the Case Participants tab, you will add all parties and participants involved in the new case. Depending on the case type, different numbers and types of parties are required. For example, most civil cases have at least one plaintiff and one defendant.

The screenshot shows the 'New Case' form with the 'Case Participants' tab selected. The form displays the following information:

- Jurisdiction:** Superior Courts
- Location:** Yavapai County - Prescott
- General Case Category:** Civil
- Case #:** (blank)
- Case Category:** Contract
- Case Sub-Category:** Account (Open/Stated)
- Case Title:** (blank)
- EFSP Filing ID:** 1002659
- Total Amount Due:** \$213.50

The 'Case Participants' tab is highlighted, and a table for 'Side 1 Plaintiff(s)' is visible. The table has two columns: 'Party Name and Contact Information' and 'Attorney Name and Contact Information'. The first row shows an 'Attorney-Party Team' with the following details:

- Party Name and Contact Information:** Attorney-Party Team
- Attorney Name and Contact Information:** John Attorney 1501 W Washington Phoenix AZ 85007 US Bar # 864359 AZ

Below the table, there are links to 'Add Party to Attorney-Party Team', 'Add Attorney to Attorney-Party Team', and 'Add New Attorney-Party Team to Side 1 Plaintiff(s)'. At the bottom, there is a link to 'Add Opposing Case Participants'.

Adding Case Participants/Attorney-Party Teams

An Attorney-Party Team consists of parties that are represented by one attorney or a team of attorneys. For example: Plaintiffs John Smith and Sally Anderson are represented by attorney John Attorney. Plaintiffs George Peters and Susan Miller are represented by attorney Brian Attorney. John Smith, Sally Anderson and John Attorney are one Attorney-Party Team. George Peters, Susan Miller, and Brian Attorney are a second Attorney-Party Team.

1. Click the **Add Party to Attorney-Party Team #1** link.

The screenshot shows the 'Side 1 Plaintiff(s)' table with the following information:

- Party Name and Contact Information:** Attorney-Party Team # 1
- Attorney Name and Contact Information:** John Attorney 1501 W Washington Phoenix AZ 85007 US Bar # 864359 AZ

The link 'Add Party to Attorney-Party Team # 1' is highlighted in yellow. Below the table, there is a link to 'Add New Attorney-Party Team to Side 1 Plaintiff(s)'.

2. The **Add Case Participant** screen is where you will add the first party's information.

The screenshot shows the 'Add Case Participant' form with the following information:

- Party Role:** Plaintiff
- Type:** Person
- Name:** Jillian
- Middle:** Middle Name
- Last:** Last
- Suffix:** Suffix
- Dependency Type:** None
- Also Known As:** Also Known As
- Primary Email:** azefling@gmail.com
- Address 1/2:** 951 Attorney Lane
- Address 2:** (blank)
- Country/City:** UNITED STATES
- State/Zip Code:** Arizona
- Phone # (Format ###-###-####):** 520-555-7777
- Extension:** (blank)

3. Enter all required fields and any other information you may wish to have attached to this party.

While it is often the practice for an attorney to use the firm's address instead of their client's address when submitting documents. Please be aware that this address will be associated with the party (plaintiff) in the court's case management system.

Note: if the party is indicated as a Minor or Incapacitated Person, the screen below will appear and must be filled out to proceed.

The screenshot shows the 'Add Case Participant' form. The 'Party Role' is set to 'Plaintiff'. The 'Type' is set to 'Person'. There is a 'Copy From Filer' button. The 'Name' section has fields for First, Middle, Last, and Suffix. The 'Dependency Type' is set to 'Minor'. The 'Related Person' is set to 'Jillian Law'. The 'Relationship to Minor/Incapacitated Person' is set to 'Parent'. There is an 'Also Known As' field and a 'Representing Self' checkbox. 'Save' and 'Cancel' buttons are at the bottom right.

4. Alternatively, you can click the **Copy from Filer** hyper link, if the registered user is the party. The application will populate the party information with the information stored about the registered user.

If the party that is being entered is a registered user in the application, click the **Search Registered User** hyperlink, enter the person's last name, and choose their name from the list. The application will populate the party information with the information stored about that registered user.

This is a cropped view of the 'Add Case Participant' form. The 'Party Role' is 'Plaintiff'. The 'Type' is 'Person'. The 'Copy From Filer' button is highlighted in yellow.

5. When clicking the radio button next to **Organization**, the following screen appears:

This screenshot shows the 'Add Case Participant' form with the 'Organization' type selected. A dropdown menu is open for the 'Type' field, showing options: Select, Business, Exempt Agency, Government Agency, and Law Firms. The form includes fields for Organization Name, Also Known As, Primary Email, Address 1/2, Address 2, Country/City, State/Zip Code, Zip Code, Phone #, and Extension. 'Save' and 'Cancel' buttons are at the bottom right.

You will need to select the **Type** of organization and enter the organization's information on this screen.

6. Click the **Save** button. The application displays the party you added in **Attorney-Party Team #1**.
 - a. If you are using an Attorney user account, the attorney's information will automatically populate for Attorney-Party Team #1.
 - b. If the attorney information is incorrect, click on the red **X** and then **Add Attorney to Attorney-Party Team #1**, fill in the information on the screen, and click save.
 - c. For the remaining attorney-party teams, click **Add Attorney to Attorney-Party Team #**, fill in the information on the screen, and click save.
 - d. To add more than one attorney to a team, click **Add Attorney to Attorney-Party Team #**, fill in the information on the screen, and click save.
 - e. Below is a screenshot of the Add Attorney screen.

Add Attorney

* Attorney Type: Attorney * Bar State: Arizona * Bar #: 000000

☐ Cop ☐ Filtered Users

* First: Bobby Middle: Middle Name * Last: Lawyer Suffix: dropdown

Name: Bobby Middle Name Lawyer

Also Known As: Also Known As ☐ Representing Self

Primary Email: blawyer@fake.com

* Address 1/2: 111 Road Address 2: Address 2

* Country/City: UNITED STATES Phoenix

* State/Zip Code: Arizona 85007

Phone # (Format ###-###-####): 777-777-7777 Extension: 91

Save Cancel

Repeat steps 1-6 for additional parties.

7. To add a Defendant, click on **Add Opposing Case Participants**.

Side 1 Plaintiff(s)

Party Name and Contact Information	Attorney Name and Contact Information
Attorney-Party Team # 1	
John's Bakery 111 Road Phoenix AZ 85001 US	John Attorney 1501 W Washington Phoenix AZ 85007 US Bar # 864359 AZ
Add Party to Attorney-Party Team # 1	Add Attorney to Attorney-Party Team # 1

Add New Attorney-Party Team to Side 1 Plaintiff(s)

Add Opposing Case Participants

Back Next

8. As with the Plaintiffs, a screen will pop up for you to enter the party's information.

The screenshot shows the 'Add Case Participant' form with the following fields and values:

- Party Role:** Defendant
- Type:** Person (selected), Organization (Business/Law Firm/Government Agency)
- Copy From Filer:** (button)
- Name:** First: Bobby, Middle: Middle Name, Last: Defendant, Suffix: IV
- Also Known As:** Doctor Bob
- Primary Email:** Primary Email
- Address 1/2:** 123 Oak Lane, Address 2: (empty)
- Country/City:** UNITED STATES, Phoenix
- State/ Zip Code:** Arizona, 85007
- Phone # (Format ###-###-####):** 602-452-0000, Extension: 999

Buttons: Save, Cancel

If the defendant is a minor or incapacitated person, enter the information in the screen provided.

The screenshot shows the 'Add Case Participant' form with the following fields and values:

- Party Role:** Defendant
- Type:** Person (selected), Organization (Business/Law Firm/Government Agency)
- Copy From Filer:** (button)
- Name:** First: First Name, Middle: Middle Name, Last: Last Name, Suffix: (empty)
- Dependency Type:** None
- Also Known As:** Also Known As
- Primary Email:** Primary Email
- Address 1/2:** Address 1, Address 2: (empty)
- Country/City:** UNITED STATES, City: (empty)
- State/ Zip Code:** Select State, Zip Code: (empty)
- Phone # (Format ###-###-####):** Phone Number Format ###-###-####, Extension: (empty)

Buttons: Save, Cancel

9. Repeat steps 1-6 to add defendants. You may add defendants as one Attorney-Party Team or you may separate each defendant out into their own Attorney-Party Team.

If the Defendant's attorney is known to you, click on the **Add Attorney to Attorney-Party Team #X** for the team you wish to add an attorney, fill in the information on the screen, and click save.

If you do not know the Defendant's address, type in "unknown" in the address field

The screenshot shows the Attorney-Party Team summary screen with the following information:

- Attorney-Party Team # 2**
- Jan Pleader 123 Lane Phoenix AZ 85007 US**
- Add Party to Attorney-Party Team # 2**
- Add Attorney to Attorney-Party Team # 2**

10. Click the **Next** button. The application displays the **Documents** tab.

Documents Tab

Attaching Documents

Documents are attached as either a **Lead** document or a **Connected** document. A simple way to remember this is, lead documents are those that require a file stamp while connected documents do not. For example, a Motion to Continue would be attached as a lead document and the proposed order would be attached as a connected document. Another example is the Complaint would be a lead document and any attachments/exhibits that cannot be included in the Complaint would be attached as a connected document.

11. Click the **Add Lead** link.

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Add Lead						
Total			\$0.00	\$0.00	0		0.0000

#	Document Type	File	Size (MB)
1	Civil Cover Sheet	Civil Cover Sheet System Generated.pdf	0.0724
2	Notice Of Provisional Remedy With Notice	Notice of Provisional Remedy With Notice System Generated.pdf	0.0840
Total			0.1563

12. On the **Lead Document** screen, there are two ways to find and select your document. In a case initiation submission, only those documents used to start a case in the court will appear.
 - a. **Search box:**
 - i. This is the most efficient way to select your document.
 - ii. Enter the document category (Complaint, Notice, etc) or a keyword in the document title in the box and click “enter” on your keyboard.
 - iii. A list of all documents in that specific category will appear
 - iv. Check the box on the grid next to the document title that most closely matches the document you are submitting.

Document #: New Document Filing Fee: \$0.00 [Clear](#)

Search: Arbitration Document Category: Document Type:

Arbitration

<input checked="" type="checkbox"/> Certificate Of Compulsory Arbitration - Is Not Subject To	<input type="checkbox"/> Certificate Of Compulsory Arbitration - Is Subject To
---	--

1 - 1 of 1 items

b. **Document Category/Document Type** drop-downs:

- i. Click on the dropdown next to **Document Category** and choose the document title that most closely matches the document you are submitting.

The screenshot shows the 'Lead Document at the end' form. The 'Document #' field is 'New Document' and the 'Filing Fee' is '\$0.00'. The 'Search' field contains 'Arbitration'. The 'Document Category' dropdown is open, showing a list of options: Affidavit, Application, Arbitration, Complaint, Demand, Notice, Petition, and Request. The 'Document Type' dropdown is also visible but not open. A 'Clear' button is in the top right corner.

- ii. Once you have selected the Document Category, click on the dropdown next to **Document Type** and choose the document type title that most closely matches the document you are submitting.

The screenshot shows the 'Lead Document at the end' form. The 'Document #' field is 'New Document' and the 'Filing Fee' is '\$0.00'. The 'Search' field contains 'Enter Search criteria and tab or hit ente'. The 'Document Category' dropdown is set to 'Arbitration'. The 'Document Type' dropdown is open, showing two options: 'Certificate Of Compulsory Arbitration - Is Not Subject To' and 'Certificate Of Compulsory Arbitration - Is Subject To'. A 'Clear' button is in the top right corner.

- iii. Check the box on the grid next to the document title

The screenshot shows the 'Lead Document at the end' form. The 'Document #' field is 'New Document' and the 'Filing Fee' is '\$0.00'. The 'Search' field contains 'Enter Search criteria and tab or hit ente'. The 'Document Category' dropdown is set to 'Arbitration' and the 'Document Type' dropdown is set to 'Certificate Of Compulsory Arbitration'. The document grid shows one item: 'Certificate Of Compulsory Arbitration - Is Not Subject To', which has a checked checkbox. A 'Clear' button is in the top right corner.

c. **Search by Grid**

- i. With Search, Document Category, and Document Type fields blank, scroll through the document Grid to find the document title that matches the document you are submitting.
- ii. Choose the Document title that most closely approximates the document you are submitting.

The screenshot shows the 'Lead Document at the end' form. The 'Document #' field is 'New Document' and the 'Filing Fee' is '\$0.00'. The 'Search' field contains 'Enter Search criteria and tab or hit ente'. The 'Document Category' and 'Document Type' dropdowns are blank. The document grid shows several categories: Affidavit, Application, Arbitration, and Complaint. Under the 'Arbitration' category, the 'Certificate Of Compulsory Arbitration - Is Not Subject To' item has a checked checkbox. A 'Clear' button is in the top right corner.

13. Once you have selected your document type, enter the title of your document, click **Choose File** and attach the document by browsing for it on your computer or network.

* Document Title:

Pages:

* Upload: No file chosen

NOTE: You can enter the number of pages but it must be exact.

Click **Save**

14. If you wish to attach exhibits or a proposed order, proposed judgment, or proposed notice of hearing, click the **Add Connected** link and follow steps 2-4 outlined above.

Uploaded Documents							
#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	Remove	COMPLAINT	\$0.00	\$0.00	0	C:\fakepath\DOCX-Complaint.docx	0.0131
	Add Connected						

IMPORTANT! PLEASE ATTEMPT TO ATTACH ALL EXHIBITS AND ATTACHMENTS TO YOUR LEAD DOCUMENT MAKING IT ONE LARGE DOCUMENT. If your document is larger than the allowed 9.5mb, then you may split them into the Lead (with all attachments/exhibits adding up to 9.5 mb) and then the remainder of the attachments/exhibits as connected documents. If you must add attachments/exhibits as connected documents, please title the connected document as "Exhibits 9-20, COMPLAINT".

15. Proposed documents (Order, Judgments, etc) MUST be an editable format (.DOCX or .ODT) or they will not upload.
16. Click the **Save** button.
17. **Continue adding** documents following steps 1-7.
18. **Documents may not be larger in size than 9.5mb.**

Document List View

As documents are loaded, they are viewable on the **Uploaded Documents** screen



1. To change the document Title or upload a different document, click on the document title hyperlink in the Document Type Column.

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	Remove	COMPLAINT	\$0.00	\$0.00	0	C:\fakepath\DOCX-Complaint.docx	0.0131
	Remove	Complaint Exhibits 2-5	\$0.00	\$0.00	0	C:\fakepath\Exhibit1.pdf	1.4639
	Add Connected						
	Insert Lead						

2. You will then be able to replace the incorrect document with a new one or change the title
3. Or, you may click Remove and the document will be removed allowing you to upload a new document
4. **You must wait until the document has fully loaded before attempting to upload another document.** You will be able to tell when the document has fully loaded by looking at the “Size” column. If there is a blue status bar, the document has not finished loading. If the document size is listed, then the document has finished loading and you can continue uploading another document.

Documents that are generated by the application are shown in the **System Generated Documents** section.

1. To view a system generated document, click on the document title in the File column.

System Generated Documents			
#	Document Type	File	Size (MB)
1	 Civil Cover Sheet	Civil Cover Sheet System Generated.pdf	0.0724
2	 Summons	Summons.John Attorney System Generated.pdf	0.0914
Total			0.1639

2. The document has not been accepted by the clerk so no file stamp nor issuance stamp will appear.
3. You will not be able to make changes to the document. If there are errors, you will have to change the information on the appropriate tabs. For example, if the Defendant's name is incorrectly spelled on the Summons, return to the Case Participants tab and edit the name there.
4. Click the **Next** button. The application displays the **Fees and Payments** tab.

Fees and Payments Tab

This tab lists all of the attached and system generated documents along with their corresponding filing and application fees, if any.

Filer

Case Information

Case Participants

Documents

Fees and Payments

Review and Submit

Filing Fees

#	Description	Filing Fee	Application Fee
1	New Case Contract - Account (Open/Stated) Document Storage Fee	\$204.00	\$6.50
2	Civil Cover Sheet System Generated	\$0.00	\$0.00
3	Notice of Provisional Remedy With Notice System Generated	\$0.00	\$0.00
4	Summons KATHY DEFENDANT System Generated	\$0.00	\$0.00
5	Summons DEFENDANT'S BUSINESS System Generated	\$0.00	\$0.00
6	Summons BLAINE DEFENDANT System Generated	\$0.00	\$0.00
7	COMPLAINT FOR PLAINTIFF	\$0.00	\$0.00
	Total	\$204.00	\$6.50

There will be a 3% payment processing fee added to this total at the time of payment.

Payment Options

You must select ONE option. Total Amount Owed: **\$210.50**

A) ☒ Electronic payment at payment site

B) ☐ Fee-exempt agency
If you are employed by a [fee-exempt](#) agency and this box was not automatically checked, please notify the AOC Support Center.

C) ☐ I represent only fee-exempt parties in this case (e.g. state, county, city, town, or political subdivision).

Filing and Application Fees

1. The Application fee for case initiation is \$6.50
2. Additional lead documents are not charged an application fee in case initiation

Payment Options

1. If you are required to pay filing fees, click radio button **A** next to **Electronic payment at payment site**
2. Only choose **B** if you are either a fee-exempt agency OR represent parties that are fee exempt.
3. Click the **Next** button. The application displays the **Review and Submit** page.

Review and Submit Tab

This tab shows all the information that was entered on each tab. You can make corrections to the case information, Case Parties, Documents, or Fees and Payment information by clicking **Revise** and re-entering the information.

Filer

Description	Data
Name	John Attorney
Address	1501 W Washington Phoenix , AZ 85007
Primary Email Address	mfoltz@courts.az.gov
Primary Phone #	602-452-3630
Bar Number	864359
Affiliation	Unaffiliated Users

Submitted by

Description	Data
Name	John Attorney

Once you have verified that all information is correct, click the **Continue to Payment Site** button.

Continue to payment Site

The application will then route you to the payment provider page.

Paying for a Submission

The payment provider, **nCourt**, lists name and address of the court you are submitting into, the documents and corresponding fees, and total amount due. The 3% **Online Service Fee** is also added at this time.

Payment

You have elected to pay for the following item(s).

Yavapai County - Prescott (TESTING)
120 S Cortez St Prescott, Arizona 86303

Description	Case Number	Application Fee	Filing Fee	Total
New Case Contract - Account (Open/Stated) Document Storage Fee	New Case	\$6.50	\$204.00	\$210.50
Civil Cover Sheet System Generated	New Case	\$0.00	\$0.00	\$0.00
Notice of Provisional Remedy With Notice System Generated	New Case	\$0.00	\$0.00	\$0.00
Summons KATHY DEFENDANT System Generated	New Case	\$0.00	\$0.00	\$0.00
Summons DEFENDANT'S BUSINESS System Generated	New Case	\$0.00	\$0.00	\$0.00
Summons BLAINE DEFENDANT System Generated	New Case	\$0.00	\$0.00	\$0.00
COMPLAINT FOR PLAINTIFF	New Case	\$0.00	\$0.00	\$0.00
		\$6.50	\$204.00	\$210.50

Submission ID: 151376

Online Service Fee: \$6.32
Total Amount Due: \$216.82

The site includes a section providing **Important Information** regarding your payment.

Important Information

- Please provide your **CURRENT** billing address.
- To receive an email receipt of this payment you must include a valid email address.
- Once you have made your payment, you will be redirected to the e-filing system.
- Payments made through this website will be referenced by "NCOURT *[COURTNAME]" on your bank statement. However, the actual text may vary.
- Application Fees are non-refundable.

To receive an email confirmation of your payment, please include a valid email address.
If you would like a text notification payment confirmation sent to your mobile phone, enter the following:

Select Provider
Select mobile provider ▾

Mobile Number
() - -

[Return to e-Filing Application](#)[Submit Payment](#)

1. Enter the **Billing Information**

- If billing information is the same as the user account for this submission, you may click "Same as Previous Information" and the information will automatically fill in.

Paid On Behalf of
TEST inc, Van Lee

Billing Information

☐ Billing address is an international address

☒ Same As Filer's Information

Organization Name
Enter First Name

OR

First Name
Enter First Name

Last Name

2. Enter the **Payment Information**

a. **Credit/Debit Cards** accepted are:

- i. VISA
- ii. MasterCard
- iii. American Express
- iv. Discover

The screenshot shows the 'Payment Information' form with the 'Credit Card' tab selected. The form includes the following fields: 'Card Type' (a dropdown menu with 'Select Card Type' as the placeholder), 'Card Number' (a text input field with 'Enter Card Number' as the placeholder), 'CVV Code' (a text input field with 'Enter CVV Code' as the placeholder), and 'Expiration' (two dropdown menus for the month and year, currently showing '11' and '2017').

b. **Electronic Check**

i. Fill in the required checking account information

The screenshot shows the 'Payment Information' form with the 'Checking/Savings Account' tab selected. The form includes the following fields: 'Routing Number' (a text input field with 'Enter Routing Number' as the placeholder), 'Account Number' (a text input field with 'Enter Account Number' as the placeholder), 'Account Type' (a dropdown menu with 'Select One...' as the placeholder), and 'Check Number (Optional)' (a text input field with 'Enter Check Number' as the placeholder). A note above the fields states: 'To pay with a checking or savings account, provide information below.'

c. **Saved Card**

- i. A **Saved Card** is a **Payment Token** that can be set up in the **My Account** tab
- ii. If you have not previously set up a saved card, you may click **Return to e-Filing Application**, set up the token and then return to the payment screen. (See page Section 5, Account Management - Payment Tokens for instructions on how to set up a token)

The screenshot shows the 'Payment Information' form with the 'Saved Payment' tab selected. The form includes a single dropdown menu labeled 'Saved Card / Account' with 'Select One...' as the placeholder. A note above the field states: 'To pay with credit card or bank account, select below:'.

- 3. Once all the billing and payment information has been entered, click **Submit Payment**.
- 4. The payment will process and the receipt will be emailed.

- You will then be taken to the **Filing Received Confirmation** screen where you will see the Status and Submission Date and Time.

Filing Received Confirmation

3 documents are successfully submitted for review to Superior Courts for Yavapai County - Prescott, Arizona
Reference # for this submission is 154429

Important: If you should contact the Arizona eCourt Services support center about any document in this submission, please provide this Submission # to help us locate this submission.
You may want to print this page for your records. [Print](#)

Recent Filings [Refresh](#)

EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
154273	154429	Jillian Law vs Jillian Law		Pending Filing	Yavapai County - Prescott	11/17/2017 04:17:28 PM	
153042	154428	SAMUEL MILLER et al. PLAINTIFF vs JASON VALIANT DEFENDANT	P1300CV201700393	Pending Filing	Yavapai County - Prescott	11/17/2017 03:13:29 PM	

- The EFSP Filing /ID is the newly assigned submission number.
- The application will check the submission for errors and once complete, the status will change to **Validating Filing**.
- After the validation process is complete, the submission is sent to the court and the status will change to **Pending Filing**. This means the submission is with the clerk for processing and you have successfully submitted your documents/case to the court.

EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
153042	154428	SAMUEL MILLER et al. PLAINTIFF vs JASON VALIANT DEFENDANT	P1300CV201700393	Pending Filing	Yavapai County - Prescott	11/17/2017 03:13:29 PM	
154272	154427	AUTOCASH PLAINTIFF vs JOSE R GARCIA DEFENDANT	S1400CV201700262	Filed	Yuma County Superior Court	11/17/2017 07:56:11 AM	11/17/2017 09:32:00 AM

- Once the clerk accepts the submission and makes it part of the official court record, the status in **My Filings** will change to **Filed**.
- To view the status or content of a submission at any time before clerk acceptance, go to **My Filings** located on the **Banner**.

Yavapai County

My Cases My Filings Sign Out
Existing Case New Case
Pending Submission E-Filing Map

Welcome - John Attorney
Last signed in on - 10/17/2016 01:45:32 PM

- To view the status or content of a submission AFTER clerk acceptance, go to **My Cases** located on the **Banner**.

Yavapai County

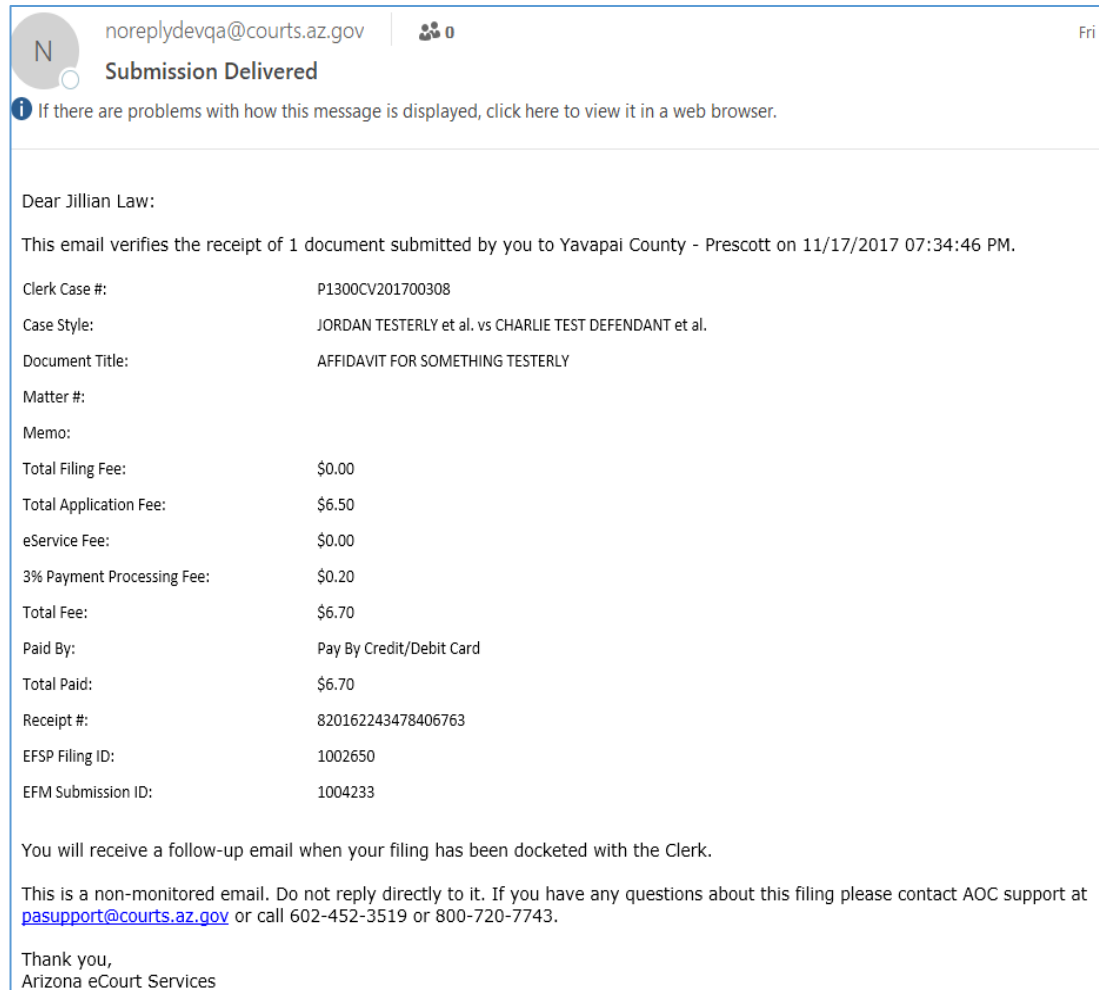
My Cases My Filings Sign Out
Existing Case New Case
Pending Submission E-Filing Map

Welcome - John Attorney
Last signed in on - 10/17/2016 01:45:32 PM

Notification Email Messages

Once the submission successfully reaches the court, the application will send a **Submission Delivered** email message to the user. This email contains:

1. The EFSP Filing ID and the EFM Submission ID
2. Payment information to include payment method, amount, and receipt number
3. Case Information to include Case Title, Documents, and Client Matter #



Once the clerk has accepted the submission (made it part of the court record) or has rejected the submission, the application will send a **Process Completed for Filing # XXXX** email message to the user. This email contains:

1. The EFSP Filing ID and the EFM Submission ID
2. Payment information to include payment method, amount, and receipt number
3. Case Information to include Case Title, Documents, and Client Matter #
4. Status of Accepted or Deficient (Rejected)
5. Reason for deficiency


noreplydevqa@courts.az.gov
0
Fri 1

Processing Completed for Filing # 1004233

Action Items
Get more add-

Dear Jillian Law:

This email verifies the processing of your Submission # **1004233** with the Superior Court in Yavapai County .

Status:	Accepted
Filing Date/Time:	11/17/2017 07:34:46 PM
Clerk Case #:	P1300CV201700308
Case Title:	JORDAN TESTERLY et al. vs CHARLIE TEST DEFENDANT et al.
Matter #:	
Total Filing Fee:	\$0.00
Total Application Fee:	\$6.50
eService Fee:	\$0.00
3% Payment Processing Fee:	\$0.20
Total Fee:	\$6.70
Paid By:	Electronic payment at payment site
Total Paid:	\$6.70
Receipt #:	820162243478406763
EFSP Filing ID:	1002650
EFM Submission ID:	1004233

Documents

#	Document Type	Status	Filing Date	Not Docketed Reason	Your Attachment
1	AFFIDAVIT FOR SOMETHING TESTERLY	Accepted	11/17/2017		bad document 4 LOKI.docx

Fees

#	Description	Amount
1	Application Fee	\$6.50
2	Payment Fee	\$.20

In the event the Clerk has made a change to the submission that caused a change in fees, the amount of overpayment will be returned to you at the bank account or credit card that was used for this submission. Please allow three business days for the refund to show in your account. Per Arizona Supreme Court Administrative Order 2016-20 3d, application fees are non-refundable. For questions, please contact the AOC Support Center at pasupport@courts.az.gov or call 602-452-3519 or 800-720-7743.

This is a non-monitored email. PLEASE DO NOT REPLY TO THIS EMAIL. If you have any questions about this filing please contact AOC support at pasupport@courts.az.gov or call 602-452-3519 or 800-720-7743.

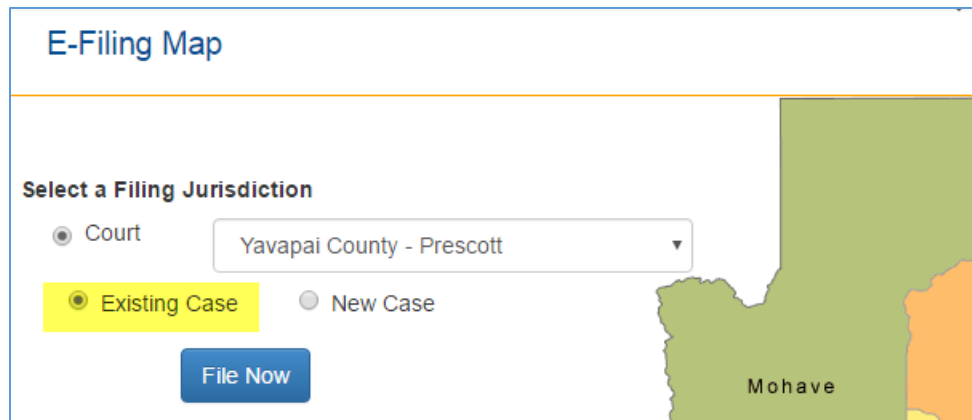
Thank you,
Arizona eCourt Services

Submitting Documents in an Existing Case

Existing cases are submissions that have already been filed. This is also referred to as subsequent filings or subsequent submissions. To add a document to an existing case, you must know the case number assigned to the case by the court.

1. From the **eFiling Map** page, click **Existing Case** and then **File Now** OR click **Existing Case** on the **Banner**.

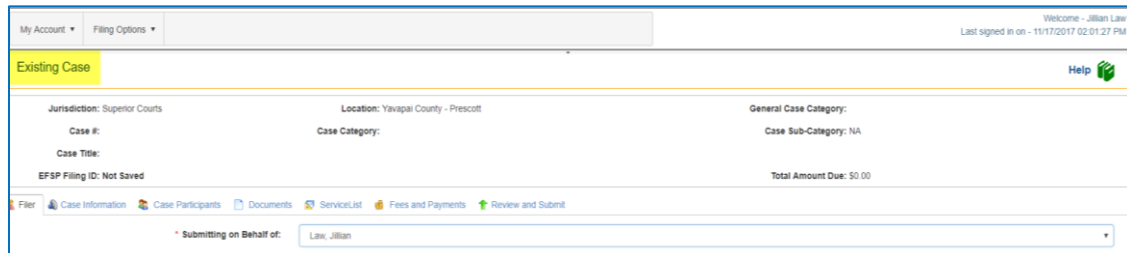
Map Page



Banner



2. The application displays the **Existing Case** page. Notice the tabs are the same except for the addition of the **Service List** tab.



You must complete five of the seven tabs: Case Information, Case Participants, Documents, Fees and Payments, and Review and Submit. Service List is optional.

Existing Case Tab

1. On the **Case Information** page, the Court Level/Jurisdiction and Court Location are pre-populated based on your last submission. If this is incorrect you may change the information using the dropdown menus.
2. Type a valid **Case #** in the field and click **Search**. The case # format has been provided next to the Search button.

3. If the case number is valid, the application displays the General Case Category, Case Category, Case Sub-Category (if any) and Case Title of the submission. You cannot change this information.

4. If the case number cannot be validated an error message will appear and you will need to re-enter a valid case number. If you still are unable to have the case number validated, contact the AOC Support Center for assistance.
5. Indicate if you have or have not paid an appearance fee in this case (defaulted to “yes”)
6. Indicate if you are appearing in any of the capacities listed (Arbitrator, Pro Hac Vice, etc)
7. Indicate yes or no if the submission includes an emergency filing (defaulted to “no”)
8. Add a client matter number if you choose.

- Click the **Next** button. The application displays the **Case Participants** page. If you indicated you are appearing as one of the following role types, Amicus Curiae, Court Appointed Receiver, Arbitrator, Public fiduciary, Court Appointed Mediator or Special Master, the **Case Participants** tab and the **Fees and Payments** tab will be removed. The special role types listed do not associate with a specific party nor do they pay fees.

Case Participants Tab

The application returns case participants based on information contained in the court's case management system. If you believe any of the information returned to be incorrect, please contact the AOC Support Center.

- Select the party you are submitting for from the list. You may select multiple parties

Side 1 Plaintiff(s)		
	Parties I am filing on behalf of and represent	Represented By
<input type="checkbox"/>	Attorney-Party Team	
<input checked="" type="checkbox"/>	Van Lee	
Add Party to Attorney-Party Team		Add Attorney to Attorney-Party Team
Add New Attorney-Party Team to Side 1 Plaintiff(s)		
Side 2 Defendant(s)		
	Parties I am filing on behalf of and represent	Represented By
<input type="checkbox"/>	Attorney-Party Team	
<input checked="" type="checkbox"/>	TEST inc 753 Washington Ave. Phoenix AZ 85007 US	
Add Party to Attorney-Party Team		Add Attorney to Attorney-Party Team
Add New Attorney-Party Team to Side 2 Defendant(s)		

- If you are submitting a document that requires a new party, click “Add party to Attorney-Party Team” and enter the party's information.
- If the attorney information is not included in the Represented By column, click “Add Attorney to Attorney-Party Team” and enter the attorney information.
- Click the Next button. The application displays the **Documents** page.

Documents Tab

Documents are attached in the same manner as case initiation as either a **Lead** document or a **Connected** document. A simple way to remember this is, lead documents are those that require a file stamp while connected documents do not. For example, a Motion to Continue would be attached as a lead document and the proposed order would be attached as a connected document. Another example is the Complaint would be a lead document and any attachments/exhibits would be attached as a connected document.

- Click the **Add Lead** link.

Filer Case Information Case Participants Documents Fees and Payments Review and Submit							
Uploaded Documents							
#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Add Lead						
Total			\$0.00	\$0.00	0		0.0000

2. On the **Lead Document** screen, there are three ways to find and select your document.
 - a. **Search** box: (this is the most efficient way to find your document category)
 - i. Enter the document category (Affidavit, Motion, etc) in the box and click “enter” on your keyboard.
 - ii. A list of all documents in that specific category will appear
 - iii. Check the box on the grid next to the document title that most closely matches the document you are submitting.

Lead Document at the end

Document #: New Document Filing Fee: \$0.00 Clear

Search: telephonic Document Category: Document Type:

Motion

☒ Appear Telephonically ☐ Permit Telephonic Testimony ☐ Telephonic Hearing

1 - 1 of 1 items

- b. **Document Category/Document Type** drop-downs:
 - i. With the **Search** box clear, click on the dropdown next to **Document Category** and choose the document category that most closely matches the document you are submitting.

Lead Document at the end

Document #: New Document Filing Fee: \$0.00 Clear

Search: Enter Search criteria and tab or hit enter to filter the list

Document Category: Addendum, Affidavit, Answer, Application, Arbitration, Certificate

Document Type:

Addendum

☐ Addendum

Affidavit

- ii. Once you have selected the Document Category, click on the dropdown next to **Document Type** and choose the document type title that most closely approximates the document you are submitting.

Lead Document at the end

Document #: New Document Filing Fee: \$0.00 Clear

Search: Enter Search criteria and tab or hit enter

Document Category: Arbitration Document Type: Certificate Of Compulsory Arbitration - Is Not Subject To, Certificate Of Compulsory Arbitration - Is Subject To

Arbitration

- iii. Check the box on the grid next to the document title that most closely approximates the document you are submitting.

Lead Document at the end

Document #: New Document Filing Fee: \$0.00 Clear

Search: Enter Search criteria and tab or hit enter

Document Category: Arbitration Document Type: Certificate Of Compulsory Arbitration

Arbitration

☒ Certificate Of Compulsory Arbitration - Is Not Subject To

1 - 1 of 1 items

c. Search by Grid

- i. With Search, Document Category, and Document Type fields blank, scroll through the document Grid to find the document category that matches the document you are submitting.
- ii. Choose the Document type that most closely approximates the document you are submitting.

The screenshot shows a web form for document submission. At the top, there are fields for 'Document #:' (with a 'New Document' link), 'Filing Fee:' (\$0.00), and a 'Clear' button. Below these are three dropdown menus: 'Search:' (with placeholder text 'Enter Search criteria and tab or hit enter'), 'Document Category:', and 'Document Type:'. The main part of the form is a grid of document categories. The 'Arbitration' category is highlighted in yellow. Within 'Arbitration', the option 'Certificate Of Compulsory Arbitration - Is Not Subject To' is selected with a checkmark. Other categories include 'Affidavit', 'Application', and 'Complaint'.

3. Once you have selected your document type, enter the title of your document, click **Choose File** and attach the document by browsing for them on your computer or network.

The screenshot shows a form for entering document details. It includes a 'Document Title:' field with a placeholder 'Document Title'. Below it is a '# Pages:' field. At the bottom, there is an 'Upload:' section with a 'Choose File' button and the text 'No file chosen'. 'Save' and 'Cancel' buttons are located at the bottom right of the form.

NOTE: You can enter the number of pages but it must be exact.

4. Click **Save**
5. If you wish to attach exhibits or a proposed order, proposed judgment, or proposed notice of hearing, click the **Add Connected** link and follow steps 2-4 outlined above. **NOTE: PLEASE ATTEMPT TO INCLUDE ALL EXHIBITS/ATTACHMENTS WITH YOUR LEAD DOCUMENT AS ONE DOCUMENT.** If you choose to attach them separately, you MUST title the document with the name of the lead document (you may abbreviate) and then Exhibits X-X. Example: COMPLAINT: EXHIBITS 7-10


Uploaded Documents							
#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	Remove	Motion for Telephonic Hearing	\$0.00	\$6.50	0	C:\fakepath\DOCX-50Pages.docx	0.0735
	Add Connected						

6. Click the **Save** button.
7. **Continue adding** documents following steps 1-6.

Document List View

As documents are loaded, they are viewable on the **Uploaded Documents** screen

1. To change the document Title or upload a different document click on the document title hyperlink in the Document Type Column.

Uploaded Documents							
#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	 Remove	Motion for Telephonic Hearing	\$0.00	\$6.50	0	C:\fakepath\DOCX-50Pages.docx	0.0735

2. Documents that are generated are shown in the **System Generated Documents** section.

System Generated Documents						
#		Document Type	Filing Fee	Application Fee	File	Size (MB)
	Add Subpoena					
Total			\$0.00	\$0.00		0.0000

3. To view a system generated document, click on the document title in the File column.
4. The document has not been accepted by the clerk so no file stamp nor issuance stamp will appear.
5. You will not be able to make changes to the document. If there are errors, you will have to change the information on the appropriate tabs. For example, if the Defendant's name is incorrectly spelled on the Summons, return to the Case Participants tab and edit the name there.
6. Click the **Next** button. The application displays the **Fees and Payments** tab.
7. When you have added all the documents, click **Next** to display the **Fees and Payments** page.

Service List

This tab allows delivery of documents to recipients. This is NOT considered personal service.

The screenshot shows the 'Service List' tab selected in the top navigation bar. Below the navigation bar, there are two tabs: 'Electronic Service Recipients' (selected) and 'Additional Parties to Serve'. The 'Electronic Service Recipients' tab contains a table with the following data:

<input type="checkbox"/> Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type
<input type="checkbox"/>	Mary Foltz	Active	Testing organization		mfoltz@courts.az.gov	Primary

The **Electronic Service Recipients** tab lists recipients who have previously been served on this case. If you want to serve all parties listed, click **Serve All**. Or, you can put a check in the box next to each name to select those recipients you wish to serve.

This screenshot is identical to the previous one, but the 'Serve All?' checkbox in the first row of the table is now checked.

To add recipients, click the **Additional Parties to Serve** tab and then **Add Other Attorney/Interested Party**.

The screenshot shows the 'Additional Parties to Serve' tab selected. It contains two buttons: 'Add Other Attorney/Interested Party' (highlighted) and 'Add from E-service Favorites'. Below the buttons is a table with the following data:

Delete	Favorite	Name/ID/Edit	Recipient Status	Affiliation	Email Stat...	Email Address	Email Type
No Other Attorney(s)/Interested Parties							

1. Fill out the required information in the field.

Note: **Filer #**, **Use Portal Filer Profile Information for Service** and **Add to e-Service Favorites** are not active at this time

The screenshot shows the 'Other Attorneys/Interested Party' form. It contains the following fields and options:

- Filer #**: A text input field.
- ☐ Use Portal Filer Profile Information for Service
- ☒ Add to E-service Favorites
- * Name:** Samuel Smith
- Status:** (empty field)
- * Primary Email Address:** ssmith@fake.com
- Alternate Email 1:** (empty field)
- Alternate Email 2:** (empty field)
- * Case Role:** Interested Party (dropdown menu)
- Other:** (empty text input field)
- Save** and **Cancel** buttons at the bottom right.

2. Click Save.

- The newly added recipient will appear in the **Additional Parties to Serve** tab. To add additional recipients, follow steps 1-4.

Delete	Favorite	Name/ID/Edit	Recipient Status	Affiliation	Email Stat...	Email Address	Email Type
		Samual Smith	Interested Party			ssmith@fake.com	Primary

For Proof of Emailing

- Go to **My Filings**

- Enter the **EFM Submission ID#** or **EFSP Filing ID** and approximate **Submission Date** range then click **Search**

- Click on the **arrow (1)** to open the submission
- Click on **Service List (2)**
- Email addresses and the names of those served will appear (3)

1	EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court
	153042	154428	SAMUEL MILLER et al PLAINTIFF vs JASON VALIANT DEFENDANT	P1300CV201700393	Pending Filing	Yavapai Prescott

3 Documents were electronically mailed to:	
Name	Email Address
Jillian Law	azefiling@gmail.com
John Attorney	azefiling@gmail.com

Fees and Payments Tab

This tab lists all the attached and system generated documents along with their corresponding filing and application fees, if any.

[Filer](#) [Case Information](#) [Case Participants](#) [Documents](#) **[Fees and Payments](#)** [Review and Submit](#)

Filing Fees

#	Description	Filing Fee	Application Fee
1	First Appearance - P1300CV201600346 ABBY GAIL et al. PLAINTIFF vs MORRIS SANDOVAL et al. DEFENDANT	\$122.00	\$0.00
2	answer	\$0.00	\$6.50
3	nof prop ord	\$0.00	\$0.00
4	Subpoena first persn System Generated	\$27.00	\$6.50
	Total	\$149.00	\$13.00

There will be a 3% payment processing fee added to this total at the time of payment.

Payment Options

1. If you are required to pay filing fees, click the radio button **A** next to **Electronic payment at payment site**
2. Only choose **B or C** if you are either a fee-exempt agency OR represent parties that are fee exempt.
3. Choose **D or E** if you have an active Order from the court waiving or deferring your filing fee.
4. If you Choose **B, C, D, or E** in error, the clerk will mark your submission as deficient and you will have to re-file. Application fees are non-refundable.

Payment Options

You must select ONE option. Total Amount Owed: **\$0.00**

A) ☐ Electronic payment at payment site

B) ☐ Fee-exempt agency
If you are employed by a [fee-exempt](#) agency and this box was not automatically checked, please notify the [AOC Support Center](#).

C) ☐ I represent only fee-exempt parties in this case (e.g. state, county, city, town, or political subdivision).

D) ☐ I or the party(s) I represent for this submission have an active order waiving filing fees for this case or a specific document.

E) ☐ I or the party(s) I represent for this submission have an active order deferring filing fees for this case or a specific document.

[Back](#) [Next](#)

5. Click the **Next** button. The application displays the **Review and Submit** page.

Review and Submit Tab

This tab shows all of the information that was entered on each tab. You can make corrections to the case information, Case Parties, Documents, or Fees and Payment information by clicking **Revise** and re-entering the information.

Review and Submit

Back Save All and Submit Later Confirm and Submit all Now

The information displayed below summarizes information you have provided for this submission. Please verify and select your next action.

Please enter payment information by selecting the 'Continue to Payment Site' button below. Submission is automatically updated with payment information after completion of payment entry. You can select the 'Update Submission With Payment Information' button to update the submission with payment information if payment information is not automatically updated.

Continue to payment Site

Filer

Description	Data
Name	Mary Foltz
Address	1501 W Washington Phoenix , AZ 85007
Primary Email Address	mfoltz@courts.az.gov
Primary Phone #	444-444-4444
Bar Number	
Affiliation	Testing organization

Submitted by

Description	Data
Name	Mary Foltz

Once you have verified that all information is correct, click the **Continue to Payment Site** button.

The application routes you to the **payment provider** page.

Paying for a Submission

The payment provider, **nCourt**, lists name and address of the court you are submitting into, the documents and corresponding fees and total amount due.





Arizona Judicial Branch



Payment

Receipt

Payment

You have elected to pay for the following item(s).

Yavapai County - Prescott (TESTING)
120 S Cortez St Prescott, Arizona 86303

Description	Case Number	Application Fee	Filing Fee	Total
First Appearance - P1300CV201700052 Van Lee PLAINTIFF vs TEST inc DEFENDANT	P1300CV201700052	\$0.00	\$122.00	\$122.00
MOTION FOR TELEPHONIC HEARING	P1300CV201700052	\$6.50	\$0.00	\$6.50
GHDFGHFD	P1300CV201700052	\$0.00	\$0.00	\$0.00
sdfasdfsdf	P1300CV201700052	\$6.50	\$0.00	\$6.50
		\$13.00	\$122.00	\$135.00

Submission ID: 151827**Online Service Fee:** \$4.06
Total Amount Due: \$139.06

Payment Information

Credit Card

Checking/Savings Account

Saved Payment

Card Type
Select Card Type

Card Number
Enter Card Number

CVV Code
Enter CVV Code

Expiration
11 2017

Paid On Behalf of

TEST inc, Van Lee

Billing Information

☐ Billing address is an international address

☐ Same As Filer's Information

Organization Name
Enter First Name

OR

First Name
Enter First Name

Last Name
Enter Last Name

Street

The site also has a section providing **Important Information** regarding your payment.

Important Information

- Please provide your **CURRENT** billing address.
- To receive an email receipt of this payment you must include a valid email address.
- Once you have made your payment, you will be redirected to the e-filing system.
- Payments made through this website will be referenced by "NCOURT "[COURTNAME]" on your bank statement. However, the actual text may vary.
- Application Fees are non-refundable.

To receive an email confirmation of your payment, please include a valid email address.
If you would like a text notification payment confirmation sent to your mobile phone, enter the following:




Select Provider
Select mobile provider

Mobile Number
() -

Once all the payment information has been entered, click **Submit Payment**.

1. The application will send a receipt via email to the address attached to the registered user for the submission.


2. Once you click Submit Payment, the application takes you to the Filing Received Confirmation screen where you will see the Status and Submission Date and Time.

Filing Received Confirmation Help   

1 document is successfully submitted for review to Superior Courts for Yavapai County - Prescott, Arizona
Court Case # you have provided is P1300CV201700747
Reference # for this submission is 154448

Important: If you should contact the Arizona eCourt Services support center about any document in this submission, please provide this Submission # to help us locate this submission.




You may want to print this page for your records. [Print](#)

Recent Filings Refresh 

EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶ 154290	154448	JOHN ANDERSON PLAINTIFF vs ABBEY LANE DEFENDANT	P1300CV201700747	Validating Filing	Yavapai County - Prescott	11/22/2017 08:38:14 AM	

1 - 1 of 1 items

3. The Submission ID# listed here is different than the one originally assigned at the beginning of creating the submission. Please make note and reference this number when calling the AOC Support Center.

Filing Received Confirmation Help   

1 document is successfully submitted for review to Superior Courts for Yavapai County - Prescott, Arizona
Court Case # you have provided is P1300CV201700747
Reference # for this submission is **154448**

Important: If you should contact the Arizona eCourt Services support center about any document in this submission, please provide this Submission # to help us locate this submission.

4. The application will check the submission for errors and while doing so the status will change to **Validating Filing**.
5. After the validation process is complete, the submission is sent to the court and the status will change to **Pending Filing**. This means the submission is with the clerk for processing and you have successfully submitted your documents/case to the court.

EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶ 154298	154445 	Frank Forester et al. PLAINTIFF vs Fancy Fellows et al. DEFENDANT	S1100CV201701789	Pending Filing	Pinal County Superior Court	11/21/2017 03:19:43 PM	

6. Once the clerk accepts the submission and makes it part of the official court record, the status will change to **Filed**.
7. To view the status or content of a submission at any time before acceptance, go to **My Filings** located on the **Banner**.
8. To view the status or content of a submission AFTER acceptance, go to **My Cases** located on the **Banner**.

Notification Email Messages

The application displays a **Submission Confirmation** message and provides a reference number for your submission. The application also sends a **Submission Confirmation email** to the email addresses associated with your account. Do not reply to the notification; it was sent from an unmonitored email account.

Review Your Notification Email Messages and Submissions List

1. Review the **Submission Confirmation** notification you receive and note the Submission number. Use that number to follow the progress of your submission through the clerk review process.
2. You can view the submission prior to acceptance by the clerk on your **My Filings** page.

Submission Complete Email Notification

After the court has performed a review of the document(s) you added, you will receive notification that the submission is complete and the documents are now part of the court record.



N

noreplydevqa@courts.az.gov

11/17/2017

Processing Completed for Filing # 1004234

Action Items

Get more add

Dear Jillian Law:

This email verifies the processing of your Submission # **1004234** with the Superior Court in Yavapai County .

Status:

Accepted

Filing Date/Time:

11/17/2017 07:58:22 PM

Clerk Case #:

P1300CV201700308

Case Title:

JORDAN TESTERLY et al. vs CHARLIE TEST DEFENDANT et al.

Matter #:

Total Filing Fee:

\$0.00

Total Application Fee:

\$6.50

eService Fee:

\$3.80

3% Payment Processing Fee:

\$0.31

Total Fee:

\$10.61

Paid By:

Electronic payment at payment site

Total Paid:

\$10.61

Receipt #:

820250204525363848

EFSP Filing ID:

1002652

EFM Submission ID:

1004234

Documents

#	Document Type	Status	Filing Date	Not Docketed Reason	Your Attachment
1	GENERIC MOTION	Accepted	11/17/2017		bad document 2 CAT.pdf

Fees

#	Description	Amount
1	Application Fee	\$6.50
2	eService Fee	\$3.80
3	Payment Fee	\$.31

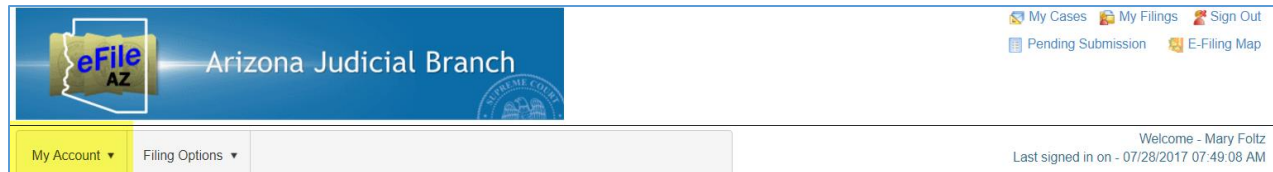
In the event the Clerk has made a change to the submission that caused a change in fees, the amount of overpayment will be returned to you at the bank account or credit card that was used for this submission. Please allow three business days for the refund to show in your account. Per Arizona Supreme Court Administrative Order 2016-20 3d, application fees are non-refundable. For questions, please contact the AOC Support Center at pasupport@courts.az.gov or call 602-452-3519 or 800-720-7743.

This is a non-monitored email. PLEASE DO NOT REPLY TO THIS EMAIL. If you have any questions about this filing please contact AOC support at pasupport@courts.az.gov or call 602-452-3519 or 800-720-7743.

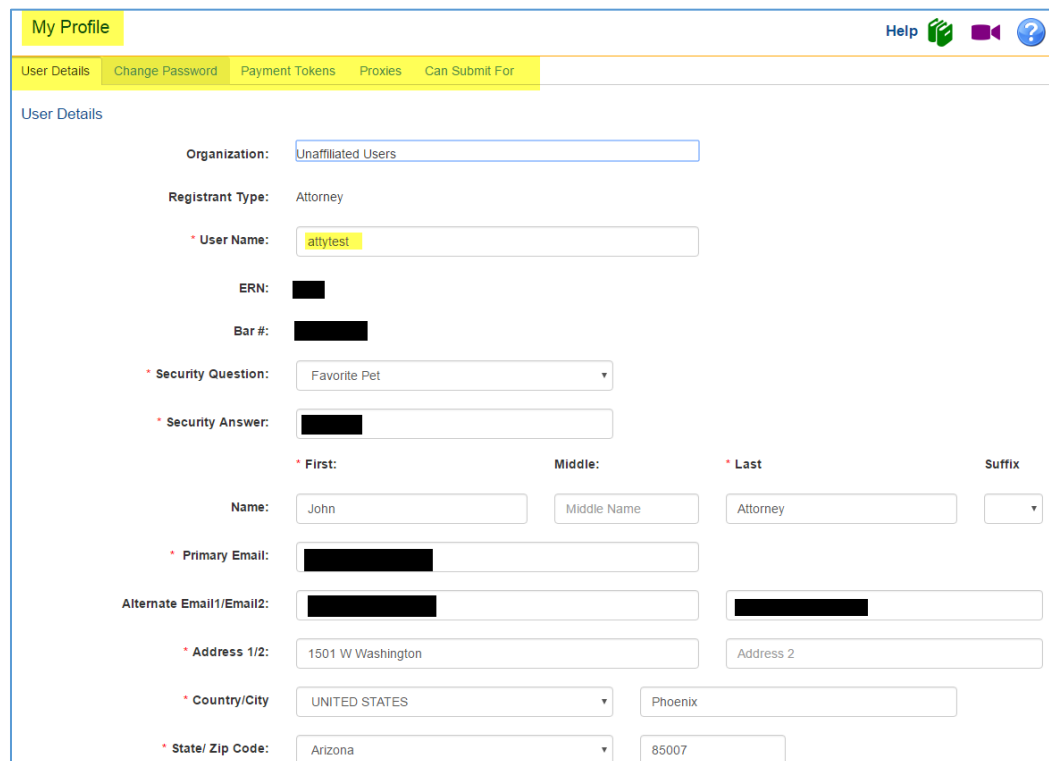
5 Account Management

When you registered for your account, you created a personal profile comprised of your contact information, security options, and various preferences for using the software. You can edit this information and change your password by using the **My Profile** function under the Account menu.

To access the account management functions, click the **My Account** button

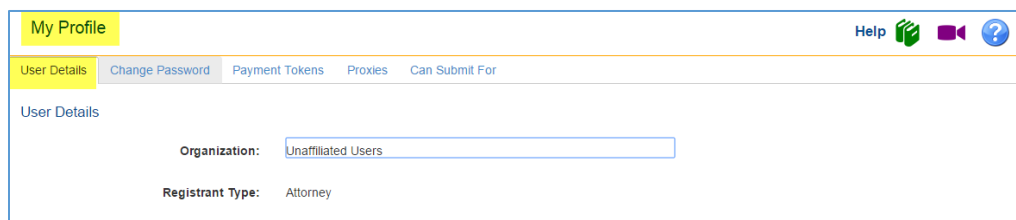


Click **My Profile**, the first choice. The application displays the **My Profile** page.



User Details Tab

The User Details tab displays the information you entered when you registered for your account. It includes information such as organizational affiliation, security settings, and contact information.



Change Password Tab

Click the Change Password tab to display the **Change Password** page. Your password will expire every two years, but you can change it at any time by clicking the Change Password link on the Welcome page or selecting this tab in the My Profile function.

My Profile

Fields marked with asterisk (*) are required.

User Details Change Password Preferences

Change Password

* Current Password:

* New Password:

Password must be between 6 and 16 characters, with at least 1 number and is valid for 90 days

* Re-enter New Password:

Change

Payment Tokens for Individual Accounts

This functionality allows secure and fast payment processing by assigning a nickname to a credit card. Click the Payment Tokens tab to set up financial tokens for individuals.

1. Click **Add Payment Token**

User Details Change Password Payment Tokens Proxies Can Submit For

Payment Tokens

[Add Payment Token](#)

<input type="checkbox"/> Delete All	Type	Nick Name	Card/Account	Active	Last Updated Time	Last Updated By
	Card	visa #2	visa *****1111 06 2025	<input checked="" type="checkbox"/>	2016-02-19T15:13:54.587	John Attorney
	Card	card #2	visa *****1881 12 2022	<input checked="" type="checkbox"/>	2016-03-16T08:17:59.163	John Attorney

1 - 2 of 2 items

Update

2. Complete the fields in the **Register Card** screen and click **Submit Information**

eFile AZ

Arizona Judicial Branch

Register Card

Payment Information

Credit Card Checking/Savings Account

Card Type
MasterCard

Card Number
Enter Card Number

Billing Information

☐ Billing address is an international address

Organization Name
Enter First Name

OR

First Name

3. You will receive a brief message letting you know the setup was successful
4. Return to the Payment Tokens tab and your token will appear.

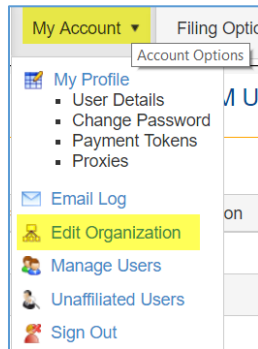
er Details	Change Password	Payment Tokens	Proxies	Can Submit For
------------	-----------------	----------------	---------	----------------

Payment Tokens						
Add Payment Token						
<input type="checkbox"/> Delete All	Type	Nick Name	Card/Account	Active	Last Updated Time	Last Updated By
	Card	training card	visa *****1111 03 2016	<input checked="" type="checkbox"/>	2016-03-31T18:54:27.5	John Attorney

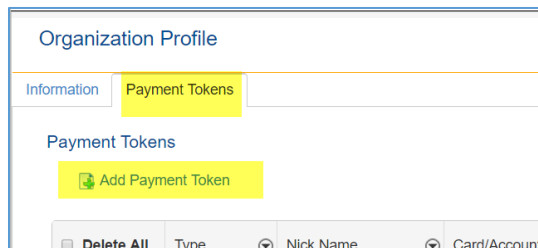
Payment Tokens for Organizations

The Firm Administrator has permissions to set up payment tokens and assign tokens to organization users.

1. Log in to the administrator account and click on **My Account** and then **Edit Organization**.



2. Click the **Payment Tokens** tab and then **Add Payment Token**



3. This will take you to the payment provider site where you will complete the fields in the **Register Card** screen. Once complete, click **Submit Information**

4. You will receive a brief message letting you know the setup was successful
5. Return to the Payment Tokens tab and your token will appear.

er Details	Change Password	Payment Tokens	Proxies	Can Submit For
Payment Tokens				
Add Payment Token				
<input type="checkbox"/> Delete All	Type	Nick Name	Card/Account	Active
<input checked="" type="checkbox"/>	Card	training card	visa *****1111 03 2016	<input checked="" type="checkbox"/>
Last Updated T				
2016-03-31T18:				

6. To add tokens to individual users, click the hyperlink of the card you would like to assign that is located in the **Card/Account** column.

Payment Tokens				
Add Payment Token				
<input type="checkbox"/> Delete All	Type	Nick Name	Card/Account	
<input checked="" type="checkbox"/>	Card	mary	visa *****1111 08 2016	
<input checked="" type="checkbox"/>	Card	mastercard	mastercard *****5100 12 2016	

7. Select the users who will be allowed to use this payment method by checking the box next to their name in the **Select All** column.

My Account

Filing Options

Payment Token - 1111000189361111

Organization: Testing organization

Users

<input type="checkbox"/> Select All	User
<input checked="" type="checkbox"/>	Attorney, My
<input type="checkbox"/>	Dalton, Summer Fest
<input checked="" type="checkbox"/>	Foltz, Mary

8. Click **Update**.
9. When the user arrives at the payment screen during a submission, they will only see those cards which were assigned to them by the Firm Administrator.

Proxies

This tab allows you to indicate people from within or outside of your organization, who are registered, to file on your behalf.

The screenshot shows the 'Proxies' tab selected in a navigation bar. Below the tab, there is a section titled 'User(s) that can submit on my behalf' with an 'Add Proxy' button. A table lists two proxies:

	Name	Role	Affiliation	ID #	Primary Email	Primary Phone
Remove	Price, Jim	Attorney	Unaffiliated Users	AZ 1001	JPrice@courts.az.gov	
Remove	Foltz, Mary	Attorney	Law by Mary	AZ 1005	MFoltz@courts.az.gov	

At the bottom, there is a pagination control showing '1' and a status '1 - 2 of 2 items'.

1. Click on **Add Proxy**
2. Enter at least the person's last name and click Search
3. If the person has an account, their name will appear, click the Select box next to their name and click **Select**

The screenshot shows a 'Search Registered Filters' dialog box. It has input fields for 'Last Name' (containing 'Price'), 'First Name', and 'Bar Number'. A 'Search' button is present. Below the search fields is a table with one row:

Select	Name	Filer Role	Affiliation	ID #	Primary Email	Primary Phone
<input checked="" type="checkbox"/>	Price, Jim	Attorney	Unaffiliated Users	AZ 1001	JPrice@courts.az.gov	

At the bottom right of the dialog are 'Select' and 'Cancel' buttons. The status bar at the bottom right says '1 - 1 of 1 items'.

Can Submit For

This tab shows other registered users who have added you as a proxy to their account.

The screenshot shows the 'Can Submit For' tab selected in a navigation bar. Below the tab, there is a section titled 'User(s) that can you can submit on behalf of'. A table is shown with the following columns: Name, Role, Affiliation, ID #, Primary Email, and Primary Phone. The table is empty, and the status bar at the bottom right says 'No items to display'.

Changing Your User Details

To change the details of your account, display the My Profile page, select the User Details tab, and change the values as needed and allowed

Change the Security Question

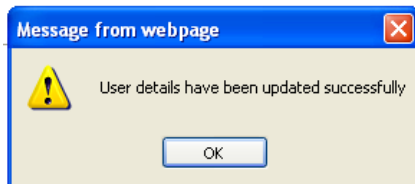
1. To change the Security Question, click the **Select Security Question** box and click the **question** you want to use.

2. In the **Security Question Answer** box, type the **answer** to your security question.

Change Your Contact Information

1. Change the **name** on your account by typing the **First, Middle name or initial, Last name, and Suffix**.
2. Change the **email accounts** associated with your account by typing them in the E-mail 1, E-mail 2, and E-Mail 3 boxes.
3. Specify the **primary email address** by clicking its Primary **box**.
4. Change the **Business phone, Home phone, and Business Fax numbers** by typing them in the boxes.
5. Select the **primary contact number** by clicking its corresponding Primary **box**.
6. Click the **Update** button.

The application updates your information.



Changing Your Password

1. **Sign in**
2. Click the **Account** menu.
3. Click **My Profile**.

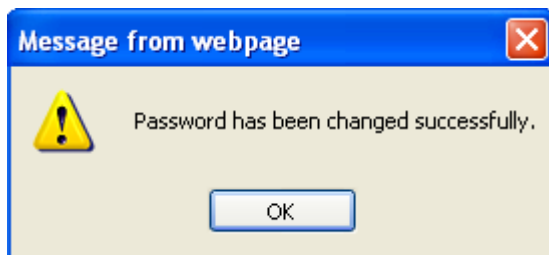
The application displays the My Profile page.

4. Click the **Change Password tab**.

The application displays the Change Password window.

5. Type your **current password**.
6. Type the **new password**.
7. Re-type the **new password** for confirmation.
8. Click the **Change** button.

The application confirms that it has changed the password.



The application also sends a No-Reply email message to your primary email account.

Appendix A: Terms

Term	Meaning
Automated Clearing House (ACH)	Method of electronically transferring funds from the attorney's or Electronic Submission Service Provider's (EFSP's) bank account to pay the submission fee for accepted documents.
Case Management System (CMS)	An electronic database maintained by the Clerk of the Court to keep track of information used to manage a court's caseload. The information includes such things as case numbers and party names, attorneys for parties and their addresses, titles of all documents filed in each case, and all scheduled events in each case.
Clerk	The Clerk, who is the official custodian of records responsible for maintaining the court's case files, all documents contained therein, the record of hearings and the decisions of the court as recorded in court minutes or judgments.
Clerk Review Interface	The Clerk Review Interface is used by the Clerk of the Court to display submission details and images side-by-side for easy viewing, and for editing, printing, and managing e-Filings. From the Clerk Review Interface, reviewers communicate acceptance or rejection to the submitter; and store the submission data and documents in the case management system.
Case number	A case number is a code that uniquely identifies a case and the court and division in which it has been filed.
Document	<ul style="list-style-type: none">• A written or printed paper that bears the original, official, or legal form of something and can be used to furnish decisive evidence or information.• Something, such as a recording or a photograph, which can be used to furnish evidence or information.• A writing that contains information.• A piece of work created with a computer application, as by a word processor.• A computer file that is not an executable file and contains data for use by applications.
Document Management System (DMS)	An electronic database whose contents are documents in electronic form and whose structure allows quick access to documents based on traits associated with the document such as case number, submission date, submission party, type of document, etc.
e-Filing	Electronic submission of documents with the court.
e-service	Subsequent electronic service of documents on parties to a court case.
Electronic Payment Sub-system	An implementation of the payment processing interface operating through the submitter interface to authorize and settle credit card payments, without storing credit card information.

Term	Meaning
HTML document	The term "HTML document" means an electronic text document tagged with HyperText Markup Language tags.
Hypertext links or hyperlinks	Representation of an Internet address in a form that an Internet browser application can recognize as an Internet address. Hyperlinks may also link items within a document allowing readers to jump to related content.
PDF	The Portable Document Format is an electronic document file format created by software available from Adobe Systems, Inc. The PDF format is often specified as the standard format for all documents e-filed.
Transaction code	A unique transaction code, permitting retrieval of documents by transaction code and tying each document to a submission session and authorized submitter.
Submitter	Any member of the Court, Bar, or public who has been authorized by the Court (through a username and password) to use e-Filing.